

MS Office 2007

Intermediate Office Excel 2007™

Duration: 1 Day

Overview

In addition to a complete new user interface Microsoft have added new features and enhanced others in Office Excel 2007. This course follows on from our Office Excel 2007 introduction course with more complex formulas and functions. There is a recap session at the start for delegates who may have completed the introduction in a previous version.

Who Should Attend

This intermediate course is designed for users who are already confident in the basic features of Microsoft Excel (any version but preferably Office 2007) and wish to further their knowledge and understanding. In this course we will focus on working with large amounts of data.

Objectives

You will learn how to utilise database functionality, create lookups to obtain range and precise data. Gain an understanding on how to add 'IF' statements and using validation to restrict access to cells, rows and columns. Learn how to use the new and improved conditional formatting.

Course Contents

- Recap on User Interface, Environment and Shortcuts
- Absolute References
- Naming Cells and Ranges
- Referring to named cells and ranges in formulae
- Editing Named Cells and Ranges
- Setting up entire workbooks with Group Editing
- Using Lookup statements to retrieve data
- Editing Lookups and ensuring accuracy in returned data
- Linking spreadsheets and Workbooks together with formulas and functions
- Utilising If Statements to assist decision making
- If statements and Calculations
- Analysing Data with the all new Conditional Formatting Features
- Databases in Excel understanding Fields and Records
- Sorting data numerically and alphabetically
- Filtering Data for range and precision analysis
- Setting up data Validation to ensure integrity of the data
- Attaching Security to a spreadsheet
- Selective protection i.e.: Protecting formulas while allowing data entry
- Setting up and utilising Templates
- Creating and Formatting Charts
- Adding Trend lines to the chart
- Utilising Custom Chart Types

Fairgold

