

Microsoft Excel 2007—Intermediate

One Day Course

Microsoft Excel is a widely used program that enables you to create and format spreadsheets for the analysis and sharing of information. This course extends the learner's basic knowledge of Excel 2007 and provides skills and knowledge to produce more effective and productive workbooks. It covers formulas and function techniques, more intricate formatting, setting complex printing options, using intricate charting features, and working more effectively with existing worksheets and workbooks.

Learning Outcomes

At the completion of this courseware participants will be able to:

- Apply a variety of page setup techniques
- Create a range of common charts
- Create effective charts in Microsoft Excel
- Move the contents of cells and ranges within and between workbooks
- Use a range of techniques to work with worksheets
- Create and work with headers and footers
- Use a range of formula techniques
- Use a range of logical, lookup, mathematical, statistical, date and time, and financial functions
- Apply conditional formatting to ranges in a worksheet
- Use the Data Consolidation feature to combine data from several workbooks
- Use data linking to create more efficient workbooks
- Understand and create simple PivotTables
- Create recorded macros in Excel

Who Will Benefit From this Course

This course is ideal for those who have some experience using spreadsheet applications and want to learn the more advanced features.

Pre-requisites

This course assumes the learner has the skills and knowledge required to create, edit, print and chart simple worksheets. Understanding ranges and the copying process is important. It would also be beneficial to have a general understanding of personal computers and the Windows operating system environment.

Program Benefits

- Greater career opportunities
- Fun, effective, supportive learning environment
- Flexible delivery methods

Duration

1 day 9.30am—4.30pm

Course Dates

Visit www.interwork.com.au for the latest course schedule and booking form or call us on (08) 8416 6500.

Booking Details

Phone: (08) 8416 6500
 Fax: (08) 8416 6530
 Email: interskills@interwork.com.au

Course Cost

\$245.00 per person plus GST

Modules: Microsoft Excel 2007—Intermediate

This course uses a selection of the following modules

Page Setup

Understanding Page Layout
 Using Built In Margins
 Setting Custom Margins
 Changing Margins By Dragging
 Centring On A Page
 Changing Orientation
 Specifying The Paper Size
 Setting The Print Area
 Clearing The Print Area
 Inserting Page Breaks
 Using Page Break Preview
 Removing Page Breaks
 Setting A Background
 Clearing The Background
 Settings Rows As Repeating Print Titles
 Settings Columns As Repeating Print Titles
 Clearing Print Titles
 Printing Gridlines
 Printing Headings
 Scaling To A Percentage
 Fit To A Specific Number Of Pages
 Strategies For Printing Larger Worksheets

Common Chart Types

Understanding Common Chart Types
 Creating A Column Chart
 Creating A Line Chart
 Creating A Pie Chart
 Creating A Bar Chart
 Creating An Area Chart
 Creating A Scatter Chart
 Other Chart Types

Creating Charts

Understanding The Charting Process
 Choosing The Chart Type
 Creating A New Chart
 Working With An Embedded Chart
 Resizing A Chart
 Dragging A Chart
 Printing An Embedded Chart
 Creating A Chart Sheet
 Changing The Chart Type
 Changing The Chart Layout
 Changing The Chart Style
 Printing A Chart Sheet
 Embedding A Chart Into A Worksheet
 Deleting A Chart

Moving Data

Understanding Moving In Excel
 Moving Cells And Ranges
 Moving Data To Other Worksheets
 Moving Data To Other Workbooks

Worksheet Techniques

Inserting And Deleting Worksheets
 Copying A Worksheet
 Renaming A Worksheet
 Moving A Worksheet
 Hiding A Worksheet
 Unhiding A Worksheet
 Copying A Worksheet To Another Workbook
 Moving A Worksheet To Another Workbook
 Changing Worksheet Tab Colours
 Grouping Worksheets
 Hiding Rows And Columns
 Unhiding Rows And Columns
 Freezing Rows And Columns
 Splitting Windows

Headers And Footers

Understanding Headers And Footers
 Adding A Quick Header
 Adding A Quick Footer
 Switching Between Headers And Footers
 Typing Text Into Headers And Footers
 Modifying Headers And Footers
 Adding Page Numbering
 Adding Date Information
 Adding Workbook Information
 Adding A Picture
 Formatting Headers And Footers
 Dragging Margins For Headers And Footers
 Creating A Different First Page
 Different Odd And Even Pages

Formula Techniques

Scoping A Formula
 Developing A Nested Function
 Creating Nested Functions
 Editing Nested Functions
 Copying Nested Functions
 Using Concatenation
 Switching To Manual Recalculation
 Forcing A Recalculation
 Pasting Values From Formulas
 Pasting Formulas As Pictures

Logical Functions

Understanding Logical Functions
 Using IF To Display Text
 Using IF To Calculate Values
 Nesting IF Functions
 Using IFERROR
 Using TRUE And FALSE
 Using AND
 Using OR
 Using NOT

Lookup Functions

Understanding Data Lookup Functions
 Using CHOOSE
 Using VLOOKUP
 Using VLOOKUP For Exact Matches
 Using HLOOKUP
 Using INDEX
 Using MATCH
 Understanding Reference Functions
 Using ROW And ROWS
 Using COLUMN And COLUMNS
 Using ADDRESS
 Using INDIRECT
 Using OFFSET

Maths Functions

Understanding Maths Functions
 Using SQRT
 Using ABS
 Using INT
 Using TRUNC
 Using ROUND
 Using ROUNDDOWN And ROUNDUP
 Using ODD And EVEN
 Using CEILING
 Using MROUND
 Using PRODUCT
 Using SUMIF
 Using SUMIFS
 Using SUMPRODUCT

Statistical Functions

Understanding Statistical Functions
 Status Bar Statistics
 Using COUNT And COUNTA
 Using COUNTBLANK
 Using COUNTIF
 Using MODE
 Using MEDIAN
 Using LARGE And SMALL
 Using STDEV
 Using VAR

Financial Functions

Understanding Financial Functions
 Using PMT
 Using FV
 Using NPV
 Using PV
 Using RATE
 Using EFFECT
 Using NOMINAL

Modules: Microsoft Excel 2007—Intermediate

This course uses a selection of the following modules

Date And Time Functions

Understanding Date And Time Functions
 Using NOW
 Using HOUR And MINUTE
 Using TODAY
 Calculating Future Dates
 Using DATE
 Using Calendaring Functions
 Using WEEKDAY
 Using WEEKNUM
 Using WORKDAY
 Using EOMONTH

Conditional Formatting

Understanding Conditional Formatting
 Formatting Cells Containing Values
 Clearing Conditional Formatting
 More Cell Formatting Options
 Top Ten Items
 More Top And Bottom Formatting Options
 Working With Data Bars
 Working With Colour Scales
 Working With Icon Sets

Data Consolidation

Understanding Data Consolidation
 Consolidating With Identical Layouts
 Creating An Outlined Consolidation
 Consolidating With Different Layouts

Data Linking

Understanding Data Linking
 Linking Between Worksheets
 Linking Between Workbooks
 Updating Links Between Workbooks

PivotTables

Understanding Pivot Tables
 Creating A PivotTable Shell
 Dropping Fields Into A PivotTable
 Filtering A PivotTable
 Clearing A Report Filter
 Switching PivotTable

Recorded Macros

Understanding Excel Macros
 Setting Macro Security
 Saving A Document As Macro Enabled
 Recording A Simple Macro
 Running A Recorded Macro
 Relative Cell References
 Running A Macro With Relative References
 Viewing A Macro

Editing A Macro

Assigning A Macro To The Toolbar
 Running A Macro From The Toolbar
 Assigning A Keyboard Shortcut To A Macro
 Deleting A Macro
 Copying A Macro
 Tips For Developing Macros

Recorder Workshop

Preparing Data For An Application
 Recording A Summation Macro
 Recording Consolidations
 Recording Divisional Macros
 Testing Macros
 Creating Objects To Run Macros
 Assigning A Macro To An Object