



Excel 2007 Intermediate

delivered by:



Overview

This course introduces some of the more sophisticated features of Excel for managing large worksheets in terms of formatting, formulae and security. It also deals with data analysis tools such as filters and pivot tables.

Audience

Users who need to enhance their existing knowledge and explore the more advanced features of Excel including formulae, data handling and working with large sheets.

Course Objectives

At the end of this course, delegates will be able to take advantage of Excel's features to better manage spreadsheets and to analyse data.

Prerequisites

This course assumes attendance of our Excel Introductory course (or equivalent knowledge).

Course contents (1 day)

3-D Worksheets

- Copy, Move, Rename worksheets
- Group editing and formatting
- 3-D calculations

Linking Workbooks

- View and Tile
- Creating & Editing links

Tables

- Create, Modify and Format

Range Names

- Why use them?
- Assigning names
- Using names (in formulae and GoTo)
- Named constants

Protection

- Adding passwords to Files
- Stopping cells being altered
- Goto formulae

Other Functions & Formatting codes

- Using pre-defined functions – Statistical, Logical and Date – e.g. IF, ROUND, DATEID, TEXT, WEEKNUM
- Creating number formats
- Creating date formats



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Manipulating the Worksheet

- Using the Goto command to select cells – e.g. formulae
- Creating a custom Autofill list
- Using Paste Special
- Find and Replace
- Hide & Unhide Rows/Columns
- Editing general preferences

Working with Data

- Highlighting data blocks quickly
- Sorting rows and columns
- Autofilter – using logical parameters
- Using Subtotals

Pivot tables/Charts

- Creating a report
- Adding & moving fields
- Summary functions
- Formatting reports and fields
- Refreshing data
- Editing and changing data
- Filtering data
- Charts

Course Materials

Enliten IT will provide each delegate with a workbook and other useful reference materials where applicable.

Maximum number of delegates: 8

**Cost: Members - 1 unit, £150 +VAT
Non-members - £225 +VAT**

To register please email our Training Co-ordinator on registrations@thelearningcollaboration.com