

Excel 2007 Intermediate Ref: EX27IM

Days of training: 1

Prerequisites: Excel 2007: Basic or equivalent experience

Using multiple worksheets and workbooks

Using multiple workbooks
Linking worksheets with 3-D formulas
Linking workbooks
Managing workbooks

Advanced formatting

Using special number formats
Using functions to format text
Working with styles
Working with themes
Other advanced formatting

Outlining and subtotals

Outlining and consolidating data
Creating subtotals

Cell and range names

Creating and using names
Managing names

Lists and tables

Examining lists
Sorting and filtering lists
Advanced filtering
Working with tables

Web and Internet features

Saving workbooks as Web pages
Using hyperlinks
Distributing workbooks

Advanced charting

Chart formatting options
Combination charts
Graphic elements

Documenting and auditing

Auditing features
Comments in cells and workbooks
Protection
Workgroup collaboration

Templates and settings

Application settings
Built-in templates
Creating and managing templates