

Microsoft ®

Excel 2007

Course Outline

Intermediate Level

MANIPULATING DATA, & NAMED RANGES

- Paste Special
- Transposing data
- Importing text and delimiting by space, comma or tab
- What does naming a cell range mean?
- Rules for naming cells and ranges
- Naming cell range(s) in a worksheet
- Named ranges within formulas
- Navigating through workbooks using named ranges
- Creating named ranges automatically based on cell values
- Deleting named cells/ranges
- Creating subtotals
- Removing subtotals

TEMPLATES

- Using templates
- Creating templates
- Opening and editing templates

FORMATTING & DISPLAY TECHNIQUES

- Formatting tables
- Formatting tables using table styles
- Formatting cell ranges using conditional formatting
- Creating custom number formats
- Freezing the top row
- Freezing the first column
- Freezing the top row and the first column at the same time
- Hiding and un-hiding rows
- Hiding and un-hiding columns
- Hiding and un-hiding worksheets

SORTING AND QUERYING DATA

- Sorting internal Excel databases
- Custom sort options
- Using AutoFilter to query data
- Multiple queries
- Removing filters
- Top 10 AutoFilter
- Filtering unique records
- Advanced Filter

LINKING & CONSOLIDATING DATA

- Linking individual cells within a worksheet
- Linking charts to data within a worksheet
- Linking a cell range on one worksheet to another worksheet (within the same workbook)
- Linking data on one worksheet to a chart in another worksheet (within the same workbook)
- Linking data from one workbook to another
- Linking a chart from one workbook to another
- Copying data from Excel into a Word document
- Linking data from Excel into a Word document
- Copying a chart from Excel into a Word document
- Linking a chart from Excel into a Word document
- Consolidating data over several worksheets or worksheet pages

CHARTS FORMATTING TECHNIQUES

- Changing the angle of pie chart slices
- Formatting the chart axis fonts
- Formatting the chart axis scales
- Formatting the chart axis text orientation
- Creating and positioning a chart title
- Re-positioning a chart legend
- Re-positioning chart data labels
- Exploding the segments within a pie chart
- Deleting a data series within a chart
- Adding a data series to a chart
- Modifying the chart type for a defined data series
- Widening the gap between columns / bars within a 2-D chart
- Inserting an image into a 2D chart (as a background)
- Inserting an image into a 2D chart (to format a column or bar of data)

PROTECTION AND SECURITY

- Specifying a password for opening a workbook
- Using the “read-only recommended” option
- Removing a password from an Excel workbook
- Protecting a worksheet or worksheet elements
- Removing workbook protection
- Allowing selective editing of a protected worksheet