



Computer Consultants Corporation

Microsoft Excel

Intermediate

Length of course: 1 class day (6 hours)

Objective(s): To build on fundamental Excel 2007 skills and learn to work with large worksheets; use templates; manage multiple-sheet workbooks; and create tables and outlines.

Prerequisites: Familiarity with Introductory (Level 1) Excel 2007.

Working with Large Spreadsheets

- Managing Worksheets
- Sorting Worksheet Data
- Header and Footer Rows
- Splitting the Excel Window
- Printing Multi-Page Worksheets
- Page Breaks
- Setting Title Rows and Columns

Creating and Exploring Excel Databases

- Creating Excel Databases
- Using Data Forms
- Calculating with Subtotals
- Finding Records
- Sorting Records
- Using the Query Wizard
- Enhanced Filtering and Sorting
- Using the Custom AutoFilter

Using Templates and Illustration Tools

- Creating New Workbooks from Templates
- Excel's Illustration Tools
- The Illustration Group on the Ribbon
- Inserting Pictures
- Using ClipArt
- Inserting, Moving, and Sizing Shapes
- Working with SmartArt

Managing Multiple-Sheet Workbooks

- Creating 3-D Cell References
- Linking Cells and Formulas
- Copying Worksheets
- Naming Cells and Ranges
- Protecting Workbooks and Worksheets

- Printing Multi-Sheet Workbooks
- Setting and Clearing Print Areas

Using Financial Functions and Data Analysis

- Creating Financial Functions
- PMT and FV Functions
- Data Analysis Tools
- What-If Scenarios
- Using Goal Seek
- Excel's Solver Tool
- The Analysis Tool Pack
- Scenario Manager