

# Excel 2007 © Intermediate



## Sutherland Computer Training

Duration: 1 Day

### TARGET AUDIENCE

This One-Day Course is for current Microsoft Excel © users who wish to extend their knowledge and skills beyond building simple workbooks.

### LEARNING OUTCOMES

The student will work more efficiently with workbooks and worksheets, enhance the appearance of data and worksheets, perform analysis using functions, and to use the sorting and filtering features to manage and analyse data.

#### Filling Data

- Filling a Series and a Growth Series
- Filling a Series Backwards
- Filling using Options
- Creating, Modifying + Deleting a Custom Fill List

#### Formula Referencing

- Absolute versus Relative Referencing
- Relative Formulas
- Problems with Relative Formulas
- Creating Absolute and Mixed References

#### Cell Alignment

- Understanding Cell Alignment
- Aligning Right, Centre, Left, Top, Bottom + Middle
- Rotating Text
- Indenting Cells
- Wrapping and Merging Text
- Merging and Centering
- Merging and Unmerging Cells

#### Working with a Worksheet

- Understanding Worksheets
- Changing Worksheet Views
- Worksheet Zooming
- Viewing the Formula Bar, Gridlines and Ruler
- Inserting and Deleting Cells
- Inserting Columns and Rows
- Deleting Rows and Columns
- Switching Between Worksheets

#### Finding and Replacing

- Understanding Find and Replace
- Finding Text and Cell References in Formulas
- Replacing Values
- Using Replace to Change Formulas
- Replacing Within a Range
- Finding Formats
- Finding Constants + Formulas using Go To Special
- Finding the Current Region and the Last Cell

#### Setting Excel Options

- Understanding Excel Options
- Personalising Excel
- Setting the Default Font and Formula Options
- Understanding Save Options
- Setting Save Options and Advanced Options
- Setting the Default File Location

#### Page Setup

- Understanding Page Layout
- Using Built In Margins
- Setting Custom Margins
- Changing Margins by Dragging
- Centering On a Page
- Changing Orientation
- Specifying the Paper Size
- Setting the Print Area
- Clearing the Print Area
- Inserting and Removing Page Breaks
- Using Page Break Preview
- Setting and Clearing a Background
- Settings Rows as Repeating Print Titles
- Settings Columns as Repeating Print Titles
- Clearing Print Titles
- Printing Gridlines and Headings
- Scaling to a Percentage
- Fit to a Specific Number of Pages
- Strategies for Printing Larger Worksheets
- The Page Setup Header and Footer Tab

#### Headers and Footers

- Understanding Headers and Footers
- Adding a Quick Header and a Quick Footer
- Switching Between Headers and Footers
- Typing Text into Headers and Footers
- Modifying Headers and Footers
- Adding Page Numbering and 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

#### Sorting Data

- Understanding Sorting
- Performing an Alphabetical Sort
- Sorting on more than one Column
- Sorting by Rows
- Sorting Numbered Lists

#### Logical Functions

- Understanding Logical Functions
- Using IF to Display Text and Calculate Values
- Nesting IF Functions
- Using IFERROR, TRUE and FALSE, AND, OR and NOT

#### Charting Techniques

- Understanding Chart Layout Elements
- Adding a Chart Title and Axes Titles
- Positioning the Legend
- Showing Data Labels and a Data Table
- Modifying the Axes and Showing Gridlines
- Formatting and Showing the Plot Area
- Adding Trendlines and Error Bars
- Adding a Text Box to a Chart
- Drawing Shapes in a Chart

#### Chart Object Formatting

- Understanding Chart Object Formatting
- Selecting Chart Elements
- Using Shape Styles to Format Objects
- Changing Column, Pie Slice, Bar + Chart Line Colours
- Using Shape Effects
- Filling the Chart Area, Plot Area and Background
- Using the Format Dialog Box and Themes

#### Lookup Functions

- Understanding Data Lookup Functions
- Using CHOOSE
- Using VLOOKUP and VLOOKUP for Exact Matches
- Using HLOOKUP
- Using INDEX and MATCH
- Understanding Reference Functions
- Using ROW and ROWS, COLUMN and COLUMNS
- Using ADDRESS, INDIRECT and OFFSET

#### 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

#### Filtering Data

- Applying, Using and Clearing a Filter
- Creating Compound and Custom Filters
- Multiple Value Filters
- Using Wildcard