

INFORMATION TECHNOLOGY

Microsoft Excel 2007 - Intermediate

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General Course Information

General description: This course shows you how to work more efficiently with workbooks and worksheets, enhance the appearance, performing analysis using functions and to use the sorting and filtering features to manage and analyse data.

Learning outcomes: At the completion of this courseware participants will be able to:

- use the fill operations available to fill a data series
- understand and use formula cell referencing to create more complex formulas
- align the contents of cells in a number of ways
- work with various elements of a worksheet
- use a range of find and replace techniques
- apply a variety of page setup techniques
- create and work with headers and footers
- sort data in a list in a worksheet
- use a range of techniques to enhance charts
- use a range of logical functions
- use a range of lookup and reference functions
- use a range of formula techniques
- modify Excel options
- filter data in a table.

Target audience: This course is intended for current Microsoft Excel users who wish to extend their knowledge and skills beyond building simple workbooks.

Prerequisites: This course is designed for current Microsoft Excel users who can build basic workbooks. It is assumed that the user will know how to create and save a workbook, enter simple formulas, and print and chart data.

Methodology: A hands-on approach is taken during this course. The exercises are designed to impart relevant skills and knowledge by having participants work through real-life examples and scenarios.

Course material and lunch: A comprehensive training manual and a light lunch is included. Please advise in advance any specific dietary requirements.

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Table of Contents

1. FILLING DATA

Filling a Series
Filling a Growth Series
Filling a Series Backwards
Filling Using Options
Creating a Custom Fill List
Modifying a Custom Fill List
Deleting a Custom Fill List

2. MOVING DATA

Understanding Moving In Excel
Moving Cells and Ranges
Moving Data to Other Worksheets
Moving Data to Other Workbooks

3. FORMULA TECHNIQUES

Scoping A Formula
Developing A Nested Function
Creating Nested Functions
Editing Nested Functions
Copying Nested Functions
Using Concatenation
Pasting Values from Formulas
Pasting Formulas as Pictures

4. LOGICAL FUNCTIONS

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

5. NUMBER FORMATTING

Using Alternate Currencies
Formatting Dates
Formatting Time
Creating Custom Formats

6. CONDITIONAL FORMATTING

Understanding Conditional Formatting
Formatting Cells Containing Values

Clearing Conditional Formatting
More Cell Formatting Options
Top Ten Items
More Top and Bottom Formatting Options
Working with Data Bars
Working with Colour Scales
Working with Icon Sets

7. APPLYING BORDERS

Understanding Borders
Applying a Border to a Cell
Applying a Border to a Range
Applying a Bottom Border
Applying Top and Bottom Borders

8. WORKING WITH A WORKSHEET

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

9. WORKSHEET TECHNIQUES

Inserting and Deleting Worksheets
Copying a Worksheet
Renaming a Worksheet
Moving a Worksheet
Hiding a Worksheet
Unhiding a Worksheet
Copying a Worksheet To Another Workbook
Changing Worksheet Tab Colours
Grouping Worksheets
Hiding Rows and Columns
Unhiding Rows and Columns
Freezing Rows and Columns
Splitting Windows

10. FINDING AND REPLACING

Understanding Find and Replace Operations
Finding Text
Finding Cell References in Formulas
Replacing Values

11. PAGE SETUP

Understanding Page Layout
Changing Margins by Dragging
Centering on a Page
Changing Orientation
Specifying the Paper Size
Setting the Print Area
Clearing the Print Area
Inserting Page Breaks
Fit to a specific number of pages
Strategies for Printing Larger Worksheets

12. SORTING DATA

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

13. FILTERING DATA

Understanding Filtering
Applying and Using A Filter
Clearing a Filter
Creating Compound Filters
Multiple Value Filters
Creating Custom Filters
Using Wildcards

14. CHARTING TECHNIQUES

Understanding Chart Layout Elements
Adding a Chart Title
Adding Axes Titles
Positioning the Legend
Showing Data Labels
Showing a Data Table
Modifying the Axes
Showing Gridlines
Formatting the Plot Area
Adding a Trendline

Adding a Text Box to a Chart-	15. CHART TEXT FORMATTING	Using WordArt Styles
Drawing Shapes in a Chart	Understanding Chart Text Formatting	Changing Text Fill
	Using Font Formatting and Alignment	Changing Text Outline
		Changing Text Effects

THE TRAINER: Gwyneth has worked for a number of years as a business administrator, with clients throughout the government, tertiary and private sector. This has included both individual and group training in IT from basic through to advanced levels.

COURSE LOCATION: The venue for this course can be found on your tax invoice/receipt under "Course Information". Please allow sufficient time to locate your course venue.

Important: Please be aware there is no free parking on the ANU campus during business hours Monday to Friday. A one-day parking permit may be purchased from the CCE Office (in Anutech Court) but can only be used in the PERMIT PARKING areas as indicated on your map. However, parking spots are often difficult to find and arrival prior to 9am on the day of your course is advisable if you require parking. We recommend North Oval as the most likely available parking area.