

## MICROSOFT EXCEL 2007 INTERMEDIATE

### WHO SHOULD ATTEND

Those who have taken the Microsoft Excel Introduction course and wish to expand their skills of the following:

- ◆ Enhance worksheets with charting and formatting options
- ◆ Making worksheet data accessible in charts and graphs
- ◆ Provide meaningful data by locating and filtering information

### PREREQUISITES

A working knowledge of skills outlined in the course Excel Introduction is recommended.

### COURSE OBJECTIVE

This instructor-led, full day course is designed to teach the student more advanced features of Excel, a powerful and popular full-featured spreadsheet program, with a main focus on charting and organizing data.

### WHAT STUDENTS RECEIVE

Students receive their own Student Manual as well as class exercise files when necessary. We strongly suggest these materials be used for review to further internalize concepts as well as for post-class reference.

### NEXT CLASS

We recommend the student enroll in the full day Excel Advanced class to learn more advanced features and concepts including macros, pivot tables, and outlines.

### SKILLS LEARNED

- ◆ Creating a chart sheet
- ◆ Creating an embedded chart
- ◆ Chart types and the Chart type commands
- ◆ Modifying embedded charts
- ◆ Previewing embedded charts and chart sheets
- ◆ Printout options and Page Setup specifics
- ◆ Adding, deleting, moving, and sizing chart items
- ◆ Formatting chart text, changing fonts, adding borders
- ◆ Formatting numbers on a chart and adjusting alignments for numbers and text
- ◆ Adding colors and patterns to various chart items
- ◆ Printing a chart sheet and an embedded chart
- ◆ Creating graphic objects using the Drawing toolbar
- ◆ Adding graphic objects to a chart and worksheet
- ◆ Formatting graphic objects
- ◆ Annotate worksheet data and both types of charts
- ◆ Perform single-level sorting
- ◆ Multiple-level sorting
- ◆ Custom sort orders and adding subtotals
- ◆ Design considerations
- ◆ Perform single and multiple column filters
- ◆ The AutoFilter feature
- ◆ Create a multiple-condition criteria range
- ◆ Advanced Filter feature
- ◆ Managing a filtered list by sorting, creating subtotals, and previewing

### COURSE OUTLINE

#### LESSON 1: Creating Charts

- ◆ Chart sheets
- ◆ Embedded charts
- ◆ Print options

#### LESSON 2: Modifying Charts

- ◆ Chart types
- ◆ Chart items
- ◆ Moving, sizing, adding, deleting chart features
- ◆ Print options

#### LESSON 3: Formatting a Chart

- ◆ Formatting text and numbers
- ◆ Formatting chart items
- ◆ Colors, patterns, gradients, shades, and fills

#### LESSON 4: Using Graphic Objects

- ◆ The Drawing Toolbar
- ◆ Creating graphic objects
- ◆ Annotate worksheet data, an embedded chart, and a chart sheet

#### LESSON 5: Sorting Data

- ◆ Single and multiple level sorts
- ◆ Sort ascending and descending options
- ◆ Custom sort orders
- ◆ Design consideration for databases

#### LESSON 6: Filtering Data

- ◆ Single and multiple column filters
- ◆ AutoFilter
- ◆ Custom criteria for filters
- ◆ Advanced filters
- ◆ Sorting, subtotals, and previewing for a filtered list