

# Excel 2007 - Intermediate

**Bookings 020 7837 2690**

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| <b>Course Duration:</b> 1 day  | <b>Course Hours:</b> 10am – 5pm |
| <b>Pre-requisites:</b><br>The delegate should have attended the Introductory course, or have gained similar knowledge in the workplace. Specifically, the delegate should be able to: Create and save workbooks; Create, modify and format worksheets; Insert, edit and format data; Enter basic formulae and use simple functions; Prepare and print worksheets.  |                                 |
| <b>Objectives:</b><br>At the end of the course, the delegate will be able to: Use more advanced formulae with logical and lookup functions • Manage lists of data using sorting and filtering • Create formulae to link data between worksheets and workbooks • Create and use named ranges • Add charts to a workbook • Apply custom and conditional formatting to enhance worksheet appearance • Create and use workbook templates |                                 |

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| <b>Using More Advanced Functions</b><br>Using Lookup Functions • Using Logical Functions • Using Nested Functions  |
| <b>Working with Data Lists</b><br>Setting Up A Data List • Sorting A List • Using AutoFilter                       |
| <b>Creating Formulae to Link Data</b><br>Linking Worksheets • Linking Workbooks                                    |
| <b>Using Named Ranges</b><br>Creating a Named Range • Navigating to a Named Range • Using Named Ranges in Formulae |
| <b>Using Enhanced Formatting</b><br>Using Custom Formatting • Using Conditional Formatting                         |
| <b>Working with Charts</b><br>Creating a Chart • Modifying a Chart • Formatting a Chart • Printing a Chart         |
| <b>Workbook Templates</b><br>Using Workbook Templates • Creating a Template • Modifying a Template                 |

*Course Structure: Each course is divided into a series of units, supported by relevant practical exercises. You may join a public course, or book your own dedicated company room. You can also tailor the content to your specific needs; accelerating the course or running a workshop.*

*Help Facility: Provided by our tutors, this facility includes course content only, for a limited period.*

*Manuals: A comprehensive course manual provides support throughout the course, and is a useful reference for your newly acquired skills upon your return to the office.*

Internal Use Only: crscode EXCI07

