



Microsoft Excel 2007- Intermediate

Formatting Data

- Formatting Data and Cells
- Formatting Numeric Data
- Changing Fonts
- Aligning Data
- Centering Titles across columns
- Aligning Data in Cells
- Bold, Italic and Underline
- Adding Borders
- Adding Background Color
- Using the Format Painter

The Format Cells Dialogue Box

- Clear Data and Formatting
- The Format Cells Command
- Aligning Data in Cells
- Rotating Text
- Applying Borders
- Change Numeric Formatting
- Font Options
- Applying Patterns
- Indenting Cell Entries

Format Columns and Rows and Use Styles

- Formatting Columns and Rows and Using Styles
- Inserting Columns and Rows
- Deleting Rows and Columns
- Adjusting Column Widths
- Changing Row Heights
- Adjusting Column Heights and Widths
- Using Undo and Redo
- Using the Format as Table Style
- Creating Styles
- Extended Formatting



Custom and Conditional Formatting

- Custom and Conditional Formatting
- Changing Numeric Formats
- Number Format Options
- Currency Format Options
- Accounting Format Options
- Custom Number Formats
- Conditional Formatting

Customizing the Ribbon and Quick start

- Working with the Ribbon
- Keyboard Shortcuts
- Adding commands to the Quick Access Toolbar
- Assigning a Macro
- Moving the Quick Access Toolbar
- Removing commands from Quick Access Toolbar
- Resetting Toolbars

3D Workbooks

- Using Multiple Worksheets
- Naming Sheet Tabs
- Moving and Copying Worksheets
- Copying Between Worksheets
- Editing Data
- Selecting 3D Ranges
- Ungrouping Worksheets
- Inserting, Deleting and Ungrouping
- Deselecting Cells
- Multiple Sheet Formulas
- Copying with AutoFill
- Saving Workbooks



Splitting Freezing and Hiding

- Working with Large Spreadsheets
- Using Zoom
- Using Full Screen View
- Exiting Full Screen View
- Hiding Rows in a Worksheet
- Unhiding Rows
- Hiding Columns
- Unhiding Columns
- Splitting Windows
- Freezing Panes
- Unfreezing Panes

Pivot Tables

- Creating a PivotTable
- The PivotTable Outline
- PivotTable Layout
- Rearranging a PivotTable
- Updating PivotTable Data
- Displaying all PivotTable Records
- Customizing a Field
- PivotTable Report Options

Pivot Tables on the Web

- Saving a Web Page
- Selecting Web Page Items
- Publishing the PivotTable List

Working with Macros

- Writing and Recording Macros
- Running Macros
- Editing a Macro



Outlining

- What is Outlining?
- Automatic Outline Feature
- Hiding Outline Details
- Showing Outline Details
- Print Preview an Outline
- Using Row Level Buttons
- Selecting all Rows
- Removing Outline Options
- Manually Grouping Data
- Removing Group Outline

Goal Seeker and Solver

- Goal Seek and Solver
- Working with Goal Seek
- Working with Solver
- Setting the Solver Target Cell
- Selecting Adjustable Cells
- Applying Constraints
- Solver Results

Creating a Web Page

- Web Tools
- What is the Internet?
- Services on the Internet
- Accessing the World Wide Web
- Workbook Web Pages
- Previewing as a Web Page
- Saving a Workbook Web Page
- Opening in Web Browser
- Editing a Web Page
- Creating a Hyperlink
- Activating a Hyperlink



Worksheets and Email

- E-mailing a Worksheet
- Adding Send to Mail Recipient
- E-mailing a Worksheet
- Entering Header Details
- Sending a Message
- Opening a Sent Message