

## Microsoft Excel 2007

### Level 2 - Next step with Excel

This course extends the learner's basic knowledge of Excel and provides the learner with skills and knowledge to produce more effective and productive workbooks. It covers formulas and function techniques, more intricate formatting, setting complex printing options, using intricate charting features, and working more effectively with existing worksheets and workbooks.

#### Who should attend

This course is designed for existing users of Excel who would like to expand their skills and knowledge and learn more of the techniques associated with creating better and more productive 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.

#### Course duration

This is a 1 day course. Typically, courses run from 9:00am to 4:30pm, allowing for morning, afternoon and lunch breaks. Start, finish and break times can be modified to suit your organisation.

#### What you'll need to bring

Training manuals, course training files and writing materials are provided to all participants. No other items are required. Additional copies of the course files can be obtained after the course at no extra charge.

#### Course customisation

On the following pages you'll find a detailed breakdown of the topics covered in this course. If you wish to incorporate topics from one of our other Excel courses, contact us and we'll be able to customise this courseware so that the additional material is included.

#### Learning outcomes

At the completion of this course participants will be able to:

- use the fill operations available to fill a data series
- move the contents of cells and ranges within and between workbooks
- use a range of formula techniques
- use a range of logical functions
- apply a range of number formatting techniques to data
- apply conditional formatting to ranges in a worksheet
- apply borders to cells and ranges
- work with various elements of a worksheet
- use a range of techniques to work with worksheets
- use a range of find and replace techniques
- apply a variety of page setup techniques
- sort data in a list in a worksheet
- filter data in a table
- use a range of techniques to enhance charts
- apply formatting techniques to text on charts

#### The training room and facilities

When training on-site at your premises, we require only that each participant has access to their own computer or laptop, with Microsoft Excel 2007 installed.

Internet and networking facilities are not required. A data projector is required, and if your training room or board room is not equipped with one, we're able to provide one at no extra cost.

#### Other questions?

Contact us on (03) 8676 0655, or email us at [enquiries@exceldimensions.com.au](mailto:enquiries@exceldimensions.com.au)

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### 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

### Moving Data

- Understanding Moving In Excel
- Moving Cells And Ranges
- Moving Data To Other Worksheets
- Moving Data To Other Workbooks

### 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

### Logical Functions

- Understanding Logical Functions
- Using IF To Display Text
- Using IF To Calculate Values
- Nesting IF Functions
- Using IFERROR
- Using TRUE And FALSE
- Using AND
- Using OR
- Using NOT

### Number Formatting Techniques

- Using Alternate Currencies
- Formatting Dates
- Formatting Time
- Creating Custom Formats

### 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

### 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
- Removing Borders
- The More Borders Option
- Using The More Borders Option

### 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

### 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
- Moving 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

### Finding And Replacing

- Understanding Find And Replace Operations
- Finding Text
- Finding Cell References In Formulas
- Replacing Values
- Using Replace To Change Formulas
- Replacing Within A Range
- Finding Formats
- Finding Constants Using Go To Special
- Finding Formulas Using Go To Special
- Finding The Current Region
- Finding The Last Cell

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#### Need more information?

Contact us: (03) 8676 0655  
[www.exceldimensions.com.au](http://www.exceldimensions.com.au)  
[enquiries@exceldimensions.com.au](mailto:enquiries@exceldimensions.com.au)

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### Page Setup

- Understanding Page Layout
- Using Built In Margins
- Setting Custom Margins
- Changing Margins By Dragging
- Centring On A Page
- Changing Orientation
- Specifying The Paper Size
- Setting The Print Area
- Clearing The Print Area
- Inserting Page Breaks
- Using Page Break Preview
- Removing Page Breaks
- Setting A Background
- Clearing The Background
- Settings Rows As Repeating Print Titles
- Clearing Print Titles
- Printing Gridlines
- Printing Headings
- Scaling To A Percentage
- Fit To A Specific Number Of Pages
- Strategies For Printing Larger Worksheets

### Sorting Data

- Understanding Sorting
- Performing An Alphabetical Sort
- Performing A Numerical Sort
- Sorting On More Than One Column
- Sorting Numbered Lists
- Sorting By Rows

### Filtering Data

- Understanding Filtering
- Applying And Using A Filter
- Clearing A Filter
- Creating Compound Filters
- Multiple Value Filters
- Creating Custom Filters
- Using Wildcards

### 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 Error Bars
- Adding A Text Box To A Chart
- Drawing Shapes In A Chart

### Chart Text Formatting

- Understanding Chart Text Formatting
- Using Font Formatting And Alignment
- Using WordArt Styles
- Changing Text Fill
- Changing Text Outline
- Changing Text Effects

#### Need more information?

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[www.exceldimensions.com.au](http://www.exceldimensions.com.au)  
[enquiries@exceldimensions.com.au](mailto:enquiries@exceldimensions.com.au)