

**Course Outline:** Microsoft Excel Basic-Microsoft Excel Intermediate-Microsoft Excel Advanced

**Learning Method:** Instructor-led Classroom Learning

**Duration:** 16 hrs

**Overview:**

Microsoft Excel Basic teaches the basic functions and features of Excel 2007. After an introduction to spreadsheet terminology and Excel's window components, students will learn how to use the Help system and navigate worksheets and workbooks.

Microsoft Excel Intermediate builds on the skills and concepts taught in Excel 2007: Basic. Students will learn how to use multiple worksheets and workbooks efficiently, and they will start working with more advanced formatting options including styles, themes, backgrounds, and watermarks

Microsoft Excel Advance builds on the skills and concepts taught in Excel 2007: Intermediate. Students will work with advanced formulas, as well as lookup functions such as VLOOKUP, MATCH, and INDEX. This course also covers advanced charting techniques, worksheet auditing and protection, file sharing and merging, and workbook template

**Who should Attend:**

This course targets individuals interested in learning the features of Microsoft Excel Version 2007 and individuals pursuing the Microsoft Excel 2007 Expert certification.

**At course Completion:**

Students will learn how to:

- enter and edit text, values, formulas, and pictures
- save workbooks in various formats
- move and copy data
- and work with ranges, rows, and columns
- create and modify charts
- manage large workbooks
- use multiple worksheets and workbooks efficiently
- to create outlines and subtotals
- to create and apply cell names
- work with lists and tables
- save workbooks as Web pages
- insert and edit hyperlinks, and save a workbook as a PDF file

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**Outline:**

**Microsoft Excel Basic**

**Unit 1: Getting started**

- Topic A:** Spreadsheet terminology
- Topic B:** Exploring the Excel window
- Topic C:** Getting help
- Topic D:** Navigating workbooks

**Unit 2: Entering and editing data**

- Topic A:** Entering and editing text and values
- Topic B:** Entering and editing formulas
- Topic C:** Working with pictures
- Topic D:** Saving and updating workbooks

**Unit 3: Modifying a worksheet**

- Topic A:** Moving and copying data
- Topic B:** Moving and copying formulas
- Topic C:** Absolute and relative references
- Topic D:** Inserting and deleting ranges, rows, and columns

**Unit 4: Using functions**

- Topic A:** Entering functions
- Topic B:** AutoSum
- Topic C:** Other useful functions

**Unit 5: Formatting worksheets**

- Topic A:** Formatting text
- Topic B:** Formatting rows and columns
- Topic C:** Formatting numbers
- Topic D:** Conditional formatting
- Topic E:** Copying formats and applying table formats Excel 2007: Basic Topic-Level Outline

**Unit 6: Printing**

- Topic A:** Preparing to Print

- Topic B:** Page Setup options
- Topic C:** Printing worksheets

**Unit 7: Creating charts**

- Topic A:** Chart basics
- Topic B:** Printing charts

**Unit 8: Managing large workbooks**

- Topic A:** Viewing large worksheets
- Topic B:** Printing large worksheets
- Topic C:** Using multiple worksheets

**Outline:**

**Microsoft Excel Intermediate**

**Unit 1: Using multiple worksheets and workbooks**

- Topic A:** Using multiple workbooks
- Topic B:** Linking worksheets with 3-D formulas
- Topic C:** Linking workbooks
- Topic D:** Managing workbooks

**Unit 2: Advanced formatting**

- Topic A:** Using special number formats
- Topic B:** Using functions to format text
- Topic C:** Working with styles
- Topic D:** Working with themes
- Topic E:** Other advanced formatting

**Unit 3: Outlining and subtotals**

- Topic A:** Outlining and consolidating data
- Topic B:** Creating subtotals

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**Unit 4: Cell and range names**

**Topic A:** Creating and using names

**Topic B:** Managing names

**Unit 5: Lists and tables**

**Topic A:** Examining lists

**Topic B:** Sorting and filtering lists

**Topic C:** Advanced filtering

**Topic D:** Working with tables

**Unit 6: Web and Internet features**

**Topic A:** Saving workbooks as Web pages

**Topic B:** Using hyperlinks

**Topic C:** Distributing workbooks Excel

2007: Intermediate Topic-Level Outline

**Unit 7: Advanced charting**

**Topic A:** Chart formatting options

**Topic B:** Combination charts

**Topic C:** Graphic elements

**Unit 8: Documenting and auditing**

**Topic A:** Auditing features

**Topic B:** Comments in cells and workbooks

**Topic C:** Protection

**Topic D:** Workgroup collaboration

**Unit 9: Templates and settings**

**Topic A:** Application settings

**Topic B:** Built-in templates

**Topic C:** Creating and managing templates

**Outline:**

**Microsoft Excel Advance**

**Unit 1: Advanced functions**

**Topic A:** Logical functions

**Topic B:** Math and statistical functions

**Topic C:** Financial functions

**Topic D:** Displaying and printing formulas

**Unit 2: Lookups and data tables**

**Topic A:** Using lookup functions

**Topic B:** Using MATCH and INDEX

**Topic C:** Creating data tables

**Unit 3: Advanced list management**

**Topic A:** Validating cell entries

**Topic B:** Exploring database functions

**Unit 4: PivotTables and PivotCharts**

**Topic A:** Working with PivotTables

**Topic B:** Rearranging PivotTables

**Topic C:** Formatting PivotTables

**Topic D:** PivotCharts

**Unit 5: Exporting and importing**

**Topic A:** Exporting and importing text files

**Topic B:** Exporting and importing XML

data

**Topic C:** Querying external databases

**Unit 6: Analytical options**

**Topic A:** Goal Seek and Solver

**Topic B:** The Analysis ToolPak

**Topic C:** Scenarios

**Topic D:** Views Excel 2007 Advanced

Topic-Level Outline

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