

## **EXCEL 2007 INTERMEDIATE**

### Introduction

#### Intermediate editing and formatting techniques

- finding a specific entry in a worksheet
- finding and replacing a specific entry in a worksheet
- creating a new style/applying a style
- using options in the paste special dialog box
- using alignment options in the format cells dialog box

#### Using absolute cell references

- entering an absolute column and absolute row cell reference into a formula
- entering an absolute column or absolute row cell reference into a formula

#### Using logical functions

- using the IF function, nesting IF functions

#### Using financial functions

- using the PMT function, using the FV function

#### Using date/time functions

- using the DATE function, using the NOW function

#### Creating a chart

- what is a chart ?, plotting a chart
- modifying and enhancing a chart
- previewing and printing a chart
- including non-contiguous data ranges in a chart

#### Working with a list

- what is a list ?, sorting the records of a list
- filtering the records of a list
- specifying a range of values as criteria for a filter operation

#### Linking worksheets within a workbook

- renaming worksheets in a workbook
- moving the cell pointer from one worksheet to another
- inserting and deleting worksheets
- entering a formula to link related worksheets in a workbook
- formatting multiple worksheets in one operation
- previewing and printing multiple worksheets in one operation

#### Controlling the worksheet display

- splitting the workbook window into panes, freezing window panes
- hiding rows and columns of a worksheet
- opening a new workbook / arranging open workbook windows
- changing the zoom level of a worksheet

#### Adding pictures and diagrams to worksheets

- inserting a picture into a worksheet
- inserting a smartart graphic into a worksheet

#### Additional intermediate Excel features

- using an Excel template to create a workbook
- applying a background to a worksheet
- hiding an entire worksheet and an entire workbook
- previewing and saving Excel data as a web page
- inserting a hyperlink into a worksheet, using the research feature
- inserting comments into a worksheet

#### Final case study