

Microsoft Excel 2007 Intermediate with Windows 7 Course Outline

Office 2007 Interface

- Office Button
- Excel Options
- Quick Access Toolbar
- Ribbon and Status bar

Windows 7 File Management

- Accessing Files in Windows 7
- Folders and Libraries
- Recent Documents on the Taskbar
- Recent Documents on the Start Menu
- Aero Peek Preview

Section 1-Creating a Chart

- Elements of a Chart
- Embedded Chart versus Chart Sheet
- Create a Chart Sheet
- Create an Embedded Chart
- Common Chart Types
- Moving Charts
- Previewing Charts
- Printing Charts
- Charting Data from Different Sheets
- Copying and Pasting Data

Section 2- Formatting a Chart

- Selecting Charts
- Chart Tools: Conditional Tabs
- Changing Chart Type
- Changing Chart Layout
- Titles, Axis Labels and Legends
- Data Tables and Labels
- Resizing Charts
- Axes, Gridlines and Trendlines
- Chart Background
- Selecting Chart Elements
- Plotting Data Series

Section 3 - Status Bar Calculator Functions

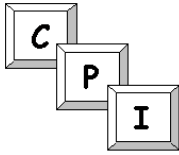
- Status Bar Calculator
- Average Function
- Count Function
- Absolute Cell References
- IF Function
- PMT Function
- Change Arguments
- Future Value

Section 4- Creating and Managing Lists

- Creating a List
- Using the Data Form
- Adding Records
- Finding Records
- Deleting Records

Section 5 - Sorting and Filtering Lists

- Quick Sort
- Data Sort Command
- Sort Order
- Custom Lists
- Filtering Lists
- Subtotals in a List
- Hiding Columns
- Removing the Outline
- SUMIF and COUNTIF



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Section 6- PivotTables and PivotCharts

Creating and Arranging PivotTables

Field Settings

Displaying Detail

Moving PivotTables

Report Totals

Formulas

Creating and Editing PivotCharts

Moving PivotCharts

Removing PivotCharts and

PivotTables