



Microsoft Excel 2007 Intermediate

Course Fee: \$229 + GST

Course Duration: 6 hrs (2 half days)

Course Objective

This course is a continuation of Microsoft Excel Foundations, in which you were introduced to the basics of Excel. Upon successful completion of this course, you should be able to:

- Link worksheets and workbooks with formulas.
- Create more advanced formulas by using Excel's built-in functions, such as IF, VLOOKUP.
- Work with Excel and other applications.
- Create Templates and add protection to worksheets.
- Work with large amounts of data in Excel using Filters, Conditional Formatting and data forms
- Create a simple Pivot Table.

Prerequisites

The material in this class assumes that you have completed Microsoft Excel Foundations and have a good working knowledge of Microsoft Windows. It is not a suitable introduction for people who have little or no experience with Excel.

Delivery Method

Instructor led, group-paced, classroom-delivery learning with hands-on activities.

We provide manuals with each course with practice exercises and free support on information covered in the course.