



EXCEL 2007 INTERMEDIATE

SECTION 1 – ORGANIZING WORKBOOKS

- OVERVIEW OF WORKBOOKS AND WORKSHEETS
- WORKING WITH SHEETS IN GROUPS

SECTION 2 - LINKING & CONSOLIDATING DATA

- WORKING WITH HYPERLINKS
- WORKING WITH FORMULAS THAT LINK WORKSHEETS AND FILES
- CONSOLIDATING DATA FROM VARIOUS WORKSHEETS

SECTION 3 - ENHANCING WORKBOOK NAVIGATION

- ADJUSTING WINDOW LAYOUT
- ORGANIZING DATA IN AN OUTLINE

SECTION 4 – WORKING WITH LISTS OF DATA

- OVERVIEW OF EXCEL LISTS
- RULES FOR DESIGNING A LIST

SECTION 5 – SORTING AND SUBTOTALING

- SORTING A WORKSHEET LIST
- SORTING BY COLUMNS
- CREATING CUSTOM SORT ORDERS
- PRODUCING SUBTOTALS ON A SORTED LIST

SECTION 6 – CREATING TABLES, USING FILTERS AND CRITERIA

- AUTOMATING YOUR LIST FOR DAY-TO-DAY ACTIVITY
- SETTING A CUSTOM AUTOFILTER
- WORKING WITH CRITERIA RANGES

SECTION 7 – WORKING WITH CHARTS

- CREATING A CHART
- EXCEL'S ASSUMPTIONS ABOUT YOUR DATA
- MODIFYING THE CHART
- ENHANCING THE CHART
- CHANGING SERIES ORIENTATION FROM ROWS TO COLUMNS
- WORKING WITH DATA TABLES
- UPDATING A CHART'S DATA SERIES
- CHANGING THE DATA SERIES ORDER
- WORKING WITH SERIES-RELATED OPTIONS
- USER-DEFINED CUSTOM TYPES
- PRINTING CHARTS