



Microsoft Excel 2007 Workshops

Intermediate – Develop Your Skills

Introduction	Microsoft Excel 2007 is one of the world's leading Windows spreadsheets, combining worksheet, graphics and database functions with sophisticated presentation facilities.
Course aims	This hands-on one-day training course has been designed to give delegates a solid understanding of more advanced Excel tools and concepts in order to increase their knowledge and productivity.
Objectives	To expand on existing skill in creating and using formulae and functions in spreadsheets. To be conversant with tools such as Goal Seeker and Database.
Designed for	The course is intended for users with a basic understanding of Microsoft Excel 2007 who want to consolidate and expand on their knowledge of the basic features in a short space of time. Delegates should have a good working knowledge and understanding of the concepts covered in the Introduction course.
Duration	One day training course
Topics	Worksheets Writing formula using the mouse Right mouse button menus IF functions, Date functions Creating bar and line charts from the worksheet Chart ranges, legends, titles Advanced charting techniques Creating a database Filtering records Sorting information Subtotals Naming ranges Using Range Navigator Basic skills – ranges, headers, footers, page breaks Printing charts separately and with data Printing Titles Page orientation and compression
Follow up	Word 2007 or PowerPoint 2007 Intermediate courses (1 day) Excel 2007 Advanced course (1 day)
Cost	£185 + vat per person (maximum 8 persons per course – inclusive of lunch)

For further information call

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