



# Exact Business Solutions Pty Ltd

## Course Outlines

### EBS-340 Intermediate Microsoft Excel 2007

A One-Day Guide

Ref No. DD188

**Course Aims** This manual introduces a user to features of Excel at an intermediate level. It is expected that participants in this course will have had exposure to Excel at an introductory level.

**Objectives** At the end of this course, you will have learnt:

- Using Absolute Cell Referencing in formulas
- Using common Worksheet Functions
- Creating Range Names
- Using Conditional Formatting
- Data Entry using AutoFill
- Using a List as a Database
- Sorting and Filtering a List
- Creating Charts
- Formatting Charts

**Number of Pages** 93

**Audience** This course introduces a user to Intermediate Microsoft Excel 2007. It is expected that participants in this course will have had exposure to Excel at an Introductory level.

**Prerequisites** Basic keyboarding skills.

**Course Length** In a training environment this course is suitable for one day.

**Course Structure** The course contains instructor lead exercises as well as examples completed at the students' own pace. A course disk is included.

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# EBS-340 Intermediate Microsoft Excel 2007 in Detail

## Introduction

Course Objectives

## The Ribbon

## The Microsoft Office Button

## Revision Exercise 1

Creating Formulas

Formula Summary

## Revision Exercise 2

Creating a Worksheet

Editing a Worksheet

## Absolute Cell

## Referencing

### Functions

Function Syntax

The MAX Function

The MIN Function

The IF Function

Financial Functions

Date Functions

### Range Names

Defining Range Names

Names in Formulas

Navigating with Names

Using Named Constants

Documenting Range

Names

### Conditional Formatting AutoFill

Filling Dates

Filling Text

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## Lists

Extended Formatting  
and Formulas

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Sorting Data

Using a Data Form

Filtering Records

Subtotals

Outline Symbols

Using other Functions

Using Page Breaks

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Showing Detail

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Type

The Legend

Gridlines

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Coloured Sheet Tabs

Printing Separate Chart

Sheets