

Excel 2007:

Intermediate

Topic-Level Outline

Days: 1

Prerequisites: Excel 2007: Basic or equivalent experience

Unit 1: Using multiple worksheets and workbooks

Topic A: Using multiple workbooks

A-1: Switching between workbooks

A-2: Copying a worksheet to another workbook

Topic B: Linking worksheets with 3-D formulas

B-1: Creating 3-D formulas

B-2: Adding a Watch window

Topic C: Linking workbooks

C-1: Examining external links in a worksheet

C-2: Creating external links in a worksheet

C-3: Editing links

Topic D: Managing workbooks

D-1: Creating a workspace

Unit 2: Advanced formatting

Topic A: Using special number formats

A-1: Applying special formats

A-2: Controlling the display of zero values

A-3: Creating custom formats

Topic B: Using functions to format text

B-1: Using PROPER, UPPER, and LOWER

B-2: Using SUBSTITUTE

Topic C: Working with styles

C-1: Creating and applying styles

C-2: Modifying styles

Topic D: Working with themes

D-1: Changing to a different theme

D-2: Saving new colors and themes

Topic E: Other advanced formatting

E-1: Merging cells

E-2: Changing the orientation of text in a cell

E-3: Splitting cells

E-4: Transposing data during a paste

E-5: Adding and deleting backgrounds

E-6: Adding a watermark

Unit 3: Outlining and subtotals

Topic A: Outlining and consolidating data

A-1: Creating an outline

A-2: Using the Consolidate command

Topic B: Creating subtotals

B-1: Creating subtotals in a list

B-2: Using multiple subtotal functions

Unit 4: Cell and range names

Topic A: Creating and using names

A-1: Naming and selecting ranges

A-2: Using names in formulas

A-3: Using the Create from Selection command

A-4: Applying names to existing formulas

Topic B: Managing names

B-1: Modifying and deleting named ranges

B-2: Defining and applying 3-D names

Unit 5: Lists and tables

Topic A: Examining lists

A-1: Examining the structure of a list

Topic B: Sorting and filtering lists

B-1: Sorting a list

B-2: Filtering a list by using AutoFilter

B-3: Using cell color and attributes to sort and filter data

Topic C: Advanced filtering

C-1: Using Custom AutoFilter criteria

C-2: Using the Advanced Filter dialog box

C-3: Copying filtered results to another range

Topic D: Working with tables

D-1: Creating a table

D-2: Formatting a table

D-3: Adding and deleting rows and columns

D-4: Applying structured referencing

D-5: Naming tables

D-6: Creating functions with [#This row]

Unit 6: Web and Internet features

Topic A: Saving workbooks as Web pages

A-1: Making Web commands available

A-2: Saving a workbook as a Web page

A-3: Using the Publish as Web Page dialog box

Topic B: Using hyperlinks

B-1: Inserting and editing hyperlinks

Topic C: Distributing workbooks

C-1: Saving a workbook as a PDF file

C-2: Using e-mail to share a workbook

Unit 7: Advanced charting

Topic A: Chart formatting options

A-1: Adjusting the scale of a chart

A-2: Formatting a data point

Topic B: Combination charts

B-1: Creating a combination chart

B-2: Creating a trendline

Topic C: Graphic elements

C-1: Adding graphic elements

C-2: Formatting a graphic element

C-3: Adding a picture to a worksheet

Unit 8: Documenting and auditing

Topic A: Auditing features

A-1: Tracing precedent and dependent cells

A-2: Tracing errors

Topic B: Comments in cells and workbooks

B-1: Viewing comments in a worksheet

B-2: Adding a comment to a cell

B-3: Adding comments to a workbook

#### Topic C: Protection

C-1: Password-protecting a worksheet

C-2: Protecting part of a worksheet by unlocking cells

C-3: Restricting permissions to a workbook

C-4: Discussing digital signatures

#### Topic D: Workgroup collaboration

D-1: Sharing a workbook

D-2: Merging workbooks

D-3: Tracking changes in a workbook

D-4: Using the Document Inspector

D-5: Marking a workbook as final

### Unit 9: Templates and settings

#### Topic A: Application settings

A-1: Exploring application settings

#### Topic B: Built-in templates

B-1: Using a downloaded template

#### Topic C: Creating and managing templates

C-1: Creating a template

C-2: Modifying a template

C-3: Specifying an alternate template location