CDU Short Courses

Microsoft Excel 2007 – Intermediate

A 1 day course delivered by Charles Darwin University.

COURSE INFORMATION

Microsoft Excel, the world's most popular PC spreadsheet software, provides many useful tools for organising, analysing, and transforming data. Microsoft Excel 2007 Intermediate extends the learner's basic knowledge of Excel and provides the learner with skills and knowledge to produce more effective and productive workbooks

This course is designed for existing users of Excel who would like to expand their skills and knowledge and learn more of the techniques associated with creating better and more productive workbooks. Microsoft Excel 2007 Intermediate assumes the learner has the skills and knowledge required to create, edit, print and chart simple worksheets. Understanding ranges and the copying process is important. Experience with formulas, functions, formula cell referencing, and number formatting features is desirable. It would also be beneficial to have a general understanding of personal computers and the Windows operating system environment.

LEARNING OUTCOMES

Participants who complete this course should be able to:

- formulas and function techniques,
- more intricate formatting,
- setting complex printing options,
- using intricate charting features, and
- working more effectively with existing worksheets and workbooks.

COURSE CONTENT

This course covers the following areas:

- use the fill operations available to fill a data series
- move the contents of cells and ranges within and between workbooks
- use a range of formula techniques
- use a range of logical functions
- apply a range of number formatting techniques to data
- apply conditional formatting to ranges in a worksheet
- apply borders to cells and ranges
- work with various elements of a worksheet
- use a range of techniques to work with worksheets
- use a range of find and replace techniques
- apply a variety of page setup techniques
- sort data in a list in a worksheet
- filter data in a table

FOR MORE INFORMATION CONTACT

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