



Microsoft Excel 2007 Intermediate Course Outline

Section 1-Creating a Chart

- Elements of a Chart
- Embedded Chart versus Chart Sheet
- Create a Chart Sheet
- Create an Embedded Chart
- Common Chart Types
- Moving Charts
- Previewing Charts
- Printing Charts
- Charting Data from Different Sheets
- Copying and Pasting Data

Section 2- Formatting a Chart

- Selecting Charts
- Chart Tools: Conditional Tabs
- Changing Chart Type
- Changing Chart Layout
- Titles, Axis Labels and Legends
- Data Tables and Labels
- Resizing Charts
- Axes, Gridlines and Trendlines
- Chart Background
- Selecting Chart Elements
- Plotting Data Series

Section 3 - Autocalculator and Functions

- AutoCalculator
- Average Function
- Count Function
- Absolute Cell References
- IF Function
- PMT Function
- Change Arguments
- Future Value

Section 4- Creating and Managing Lists

- Creating a List
- Using the Data Form
- Adding Records
- Finding Records
- Deleting Records

Section 5 - Sorting and Filtering Lists

- Quick Sort
- Data Sort Command
- Sort Order
- Custom Lists
- Filtering Lists
- Subtotals in a List
- Hiding Columns
- Removing the Outline
- SUMIF and COUNTIF

Section 6- PivotTables and PivotCharts

- Creating and Arranging PivotTables
- Field Settings
- Displaying Detail
- Moving PivotTables
- Report Totals
- Formulas
- Creating and Editing PivotCharts
- Moving PivotCharts
- Removing PivotCharts and
PivotTables