

# Excel 2007: Intermediate

(Course Number: OFFT-3871)

## Topic-Level Outline

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**Prerequisites:** *Excel 2007: Basic* or equivalent experience

Participants will learn how to use multiple worksheets and workbooks efficiently, and they will start working with more advanced formatting options including styles, themes, backgrounds, and watermarks. They will also learn how to create outlines and subtotals, how to create and apply cell names, and how to work with lists and tables. Participants will save workbooks as Web pages, insert and edit hyperlinks, and save a workbook as a PDF file. This course also covers advanced charting techniques, worksheet auditing and protection, file sharing and merging, and workbook templates.

### **Using multiple worksheets and workbooks**

- Using multiple workbooks
- Linking worksheets with 3-D formulas
- Linking workbooks
- Managing workbooks

### **Advanced formatting**

- Using special number formats
- Using functions to format text
- Working with styles
- Working with themes
- Other advanced formatting

### **Outlining and subtotals**

- Outlining and consolidating data
- Creating subtotals

### **Cell and range names**

- Creating and using names
- Managing names

### **Lists and tables**

- Examining lists
- Sorting and filtering lists
- Advanced filtering
- Working with tables

### **Web and Internet features**

- Saving workbooks as Web pages
- Using hyperlinks
- Distributing workbooks

### **Advanced charting**

- Chart formatting options
- Combination charts
- Graphic elements

### **Documenting and auditing**

- Auditing features
- Comments in cells and workbooks
- Protection
- Workgroup collaboration

### **Templates and settings**

- Application settings
- Built-in templates
- Creating and managing templates