

Excel 2007 - Level 3

Course Outline

This course explores tables, advanced filters and outlines, how to export and import data, and how to make use of Excel's advanced charting features.

In addition, this course covers the application of templates and conditional and custom formats, the use of Paste Special, how to customize preferences and to share workbooks. It also addresses worksheet protection and the handling of multiple workbooks.

Prerequisites:

Excel 2007, Level 2

Objectives:

- Working with Tables
- Working with Advanced Filters
- Exporting and Importing Data
- Working with Outlines
- Using Advanced Charting Features
- Using Conditional and Custom Formats
- Using Templates
- Using Paste Special
- Customizing Excel Preferences
- Using Worksheet Protection
- Using Multiple Workbooks
- Sharing Workbooks