

**Course Syllabus:** Microsoft Excel 2007 Intermediate

**Managing Workbooks**

Viewing a Workbook  
Working with the Workbook Window  
Splitting and Freezing a Workbook Window  
Selecting Worksheets in a Workbook  
Inserting and Deleting Worksheets  
Renaming, Moving and Copying Worksheets  
Working with Multiple Workbooks  
Hiding Rows, Columns, Worksheets and Windows  
Protecting a Workbook  
Protecting Worksheets and Worksheet Elements  
Sharing a Workbook  
Creating a Template

**Working with Page Layout and Printing**

Creating Headers and Footers  
Using Page Breaks  
Adjusting Margins and Orientation  
Adjusting Size and Scale  
Adding Print Titles, Gridlines and Headings  
Advanced Printing Options

**More Functions and Formulas**

Formulas with Multiple Operators  
Inserting and Editing a Function  
AutoCalculate and Manual Calculation  
Defining Names  
Using and Managing Defined Names  
Displaying and Tracing Formulas  
Understanding Formula Errors

**Working with Data Ranges**

Sorting by One Column  
Sorting by Colors or Icons  
Sorting by Multiple Columns  
Sorting by a Custom List  
Filtering Data  
Creating a Custom AutoFilter  
Using an Advanced Filter

**Working with Tables**

Creating a Table  
Working with Table Size  
Working with the Total Row  
Working with Table Data  
Summarizing a Table with a PivotTable  
Using the Data Form  
Using Table Styles  
Using Table Style Options  
Creating and Deleting Custom Table Styles  
Convert or Delete a Table

**Working with PivotTables**

Creating a PivotTable  
Specifying PivotTable Data  
Changing a PivotTable's Calculation  
Filtering and Sorting a PivotTable  
Working with PivotTable Layout  
Grouping PivotTable Items  
Updating a PivotTable  
Formatting a PivotTable  
Creating a PivotChart

## **Analyzing and Organizing Data**

Creating Scenarios

Creating a Scenario Report

Working with Data Tables

Using Goal Seek

Using Solver

Using Data Validation

Using Text to Columns

Removing Duplicates

Grouping and Outlining Data

Using Subtotals

Consolidating Data by Position or Category

Consolidating Data Using Formulas