

Excel 2007: Intermediate Topic-Level Outline

Days: 1

Prerequisites: *Excel 2007: Basic* or equivalent experience

Unit 1: Using multiple worksheets and workbooks

Topic A: Using multiple workbooks

Topic B: Linking worksheets with 3-D formulas

Topic C: Linking workbooks

Topic D: Managing workbooks

Unit 2: Advanced formatting

Topic A: Using special number formats

Topic B: Using functions to format text

Topic C: Working with styles

Topic D: Working with themes

Topic E: Other advanced formatting

Unit 3: Outlining and subtotals

Topic A: Outlining and consolidating data

Topic B: Creating subtotals

Unit 4: Cell and range names

Topic A: Creating and using names

Topic B: Managing names

Unit 5: Lists and tables

Topic A: Examining lists

Topic B: Sorting and filtering lists

Topic C: Advanced filtering

Topic D: Working with tables

Unit 6: Web and Internet features

Topic A: Saving workbooks as Web pages

Topic B: Using hyperlinks

Topic C: Distributing workbooks

Unit 7: Advanced charting

Topic A: Chart formatting options

Topic B: Combination charts

Topic C: Graphic elements

Unit 8: Documenting and auditing

Topic A: Auditing features

Topic B: Comments in cells and workbooks

Topic C: Protection

Topic D: Workgroup collaboration

Unit 9: Templates and settings

Topic A: Application settings

Topic B: Built-in templates

Topic C: Creating and managing templates