STATE OF MISSOURI
Center FOR MANAGEMENT AND Professional Development

Information Technology and Computer Skills Training

EXCEL 2007 - INTERMEDIATE

Where: Jefferson City, 1738 E Elm Lower Level
Time: 8:00 a.m. - 4:00 p.m.
Investment: $95.00

Course Content

Learners who attend this Intermediate Level workshop will receive more advanced skill building opportunities to increase their proficiency in the following areas:

WORKING WITH ILLUSTRATIONS AND CHARTS

- Working with pictures and illustrations
- Creating, modifying and formatting a Chart

SETTING UP A PAGE AND PRINTING

VALIDATING, PROTECTING AND AUDITING FORMS & TEMPLATES

- Using data validation and tracing invalid data
- Creating a new Workbook Base on a Template
- Protecting Worksheet Styles, Contents And Elements
- Protecting Workbook contents
- Protecting your Workbook from unauthorized users access
- Auditing Worksheets And Tracing Cell References
- Correcting calculation errors

WORKING WITH ADVANCED FORMATTING, STYLES AND OUTLINING

- Customizing the appearance of data with Advanced Formatting
- Using Conditional Formatting
- Maintaining format consistency with Styles and Themes
- Using Data Outlining

WORKING WITH MULTIPLE WORKSHEETS AND WORKBOOKS

- Managing data in multiple Worksheets
- Using A 3-D formula across Worksheets
- Using Range Names
- Combining Worksheets and data from different Workbooks
- Linking Information from different Worksheets and Workbooks

USING ADVANCED FUNCTIONS

- Using Financial Functions
- Using Logical Functions

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