

**SYSTEMETRICS
HANDS-ON, PERSONAL
COMPUTER SEMINAR**

**Intermediate
Microsoft Excel
2007 - 2010**

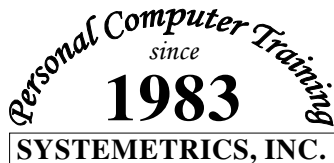
Duration: 1 day (6 hours)

Prerequisite(s): *Introduction to Microsoft Excel 2007 - 2010* or equivalent experience

Environment: Microsoft Windows

Version(s): Excel 2007 - 2010.
Taught using Excel 2007. *Not applicable to earlier versions of Excel.*

Support: Upon completion of this seminar, the student will be entitled to unlimited, free telephone support in Excel.



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Who Should Take This Seminar: *Intermediate Microsoft Excel 2007 - 2010* is designed to enhance the students' knowledge of the newest version Microsoft's popular electronic spreadsheet. *Students using an earlier version of Microsoft Excel should **not** enroll in this seminar.* Among the topics covered will be proper spreadsheet design, commands which enhance editing the spreadsheet and controlling the output, formula functions, subtotals, using multiple sheets, file linking, sorting, tables, and filters. Those uncertain whether this seminar is appropriate for them should call Systemetrics at (401) 275-2200, extension 121.

Seminar Outline

I. Expanding Knowledge of Excel Concepts

- A. Finding and replacing data
- B. Using alternate methods for selecting, moving, and copying ranges
- C. Using Conditional Formatting
- D. Using the Subtotal and Outline commands
- E. Defining custom AutoFill lists
- F. Customizing the Quick Access toolbar
- G. Using shortcut menus and shortcut keys

II. Using Multiple Worksheets

- A. Adding sheets
- B. Renaming sheets
- C. Moving and copying sheets
- D. Moving and copying data between sheets
- E. Deleting sheets
- F. Hiding and unhiding sheets
- G. Changing sheet tab color
- H. Writing formulas that refer to cells on other sheets
- I. Working with groups of sheets

III. Using File Manipulation

- A. Copying/moving information between files
- B. Creating and using templates
- C. Working with multiple files in memory
- D. Establishing links between files

IV. Using Advanced Formulas

- A. Creating formulas using Functions
- B. Using Statistical Functions: SUM, SUMIF, AVERAGE, AVERAGEIF, COUNT, COUNTIF, MAX, MIN, SUBTOTAL
- C. Using Special Functions: IF, VLOOKUP
- D. Performing date calculations
- E. Using text formulas

V. Organizing and Filtering Data

- A. Using Excel Tables
- B. Sorting data, using single and multiple sort keys
- C. Using Filter to locate and retrieve information