
Delivery Method: Instructor-led Classroom Learning

Duration: 1.00 Day(s)

Pre-requisite(s)

Excel 2003/2007 – Introduction

Overview:

Students will learn the skills and concepts necessary to create charts and work with the more advanced list-management and database capabilities of Excel 2003/2007.

Outline:

Creating Charts	Creating various types of Charts Creating a Chart Sheet Creating an Embedded Chart
Modifying Charts	Modifying Chart Types Adding and Deleting Chart Items Moving and Sizing Chart Items
Formatting a Chart	Formatting Chart Text Formatting Labels Formatting the Chart Printing a Chart
Using Graphic Objects	Adding Graphic Objects Formatting Graphic Objects Using Graphic Objects to enhance Worksheets and Charts
Using More Advanced Formula	Using MAX, MIN, COUNT Simple IF statements Absolute Referencing
Sorting Data	Single-level Sorting Multiple-level Sorting Sorting Options
Filtering Data	Filtering a List Custom Criteria Multiple-condition Criteria Managing a Filtered List
Creating Reports and Using Database Statistical Formula	Creating Summary Reports Inserting Sub-Totals Outlining Reports Using Database Statistical Formula
Pivot Tables	An Introduction to Pivot Tables

Next Steps:

Excel Advanced

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