



# Innovative Management & Professional Training

Training Venue: Unit 201 Alista Towers

Tel. 345-943-4678

## INTERMEDIATE EXCEL 2007

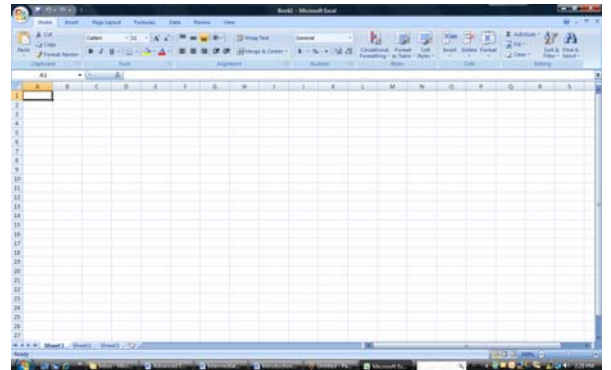
(A 6-hour Program)

**Increase your competence in Excel by learning Intermediate skills!!**

Learn about the intricacies of Excel 2007. If you have completed a basic Excel program or just need to sharpen your skills, give us 6 hours and we will show you the features that make Excel a valuable resource.

### Course Content

- What's New in EXCEL 2007
- Using Editing and Formatting Tools
  - Changing the page Setup
  - Using Find and Replace
  - Working with Named Ranges
- Formatting Columns, Rows & Worksheets
  - Hide and Unhide Columns and Rows
  - Freeze and Unfreeze Columns and Rows
  - Apply and Remove Splits
  - Arranging Worksheets
  - Grouping Worksheets: Basics
- Working with Simple Formulas
  - Creating and Copying Formulas
  - Editing a Formula
  - Using Relative, Absolute and Mixed References
  - Refining Format and Print Options
- Working with Selected Functions
  - Statistical Functions: AVERAGE, MIN, MAX, COUNT
  - Math Functions: SUM, SUMIF
  - Using the IF, AND, OR Functions
  - VLookup and HLookup



**Maximum No. of Participants: 8**