



Innovative Management & Professional Training

Training Venue: Unit 201 Alista Towers

Tel. 345-943-4678

INTERMEDIATE EXCEL 2007

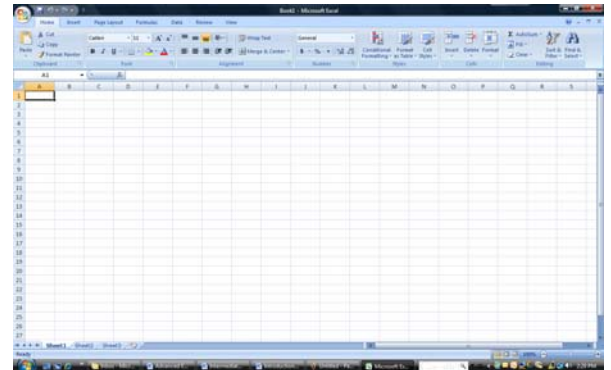
(A 6-hour Program)

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