MS Excel 2007
(E-Learning Course)
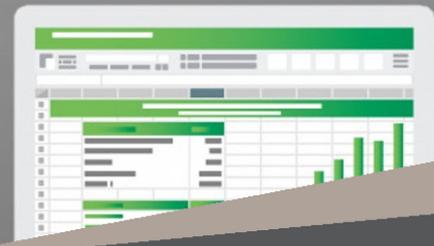
About the Course

This hands-on training course has been specifically designed to assist you in simplifying and speeding up the tasks you perform with MS Excel every day. You will discover how to refine and improve the spreadsheets that you work with to get the most out of MS Excel and save loads of time.

This course will show, step-by-step, some practical ways to work with spreadsheets, sort data, insert tables and design macros and much more – all of which will save you time while increasing the quality and usability of the information you are preparing.

Who Should Attend

This course is for anyone who wants to use Microsoft Excel to produce spreadsheets, increase their efficiency and become an expert Excel user.

Modules That Form Part of the Course

MODULE NAME	ABOUT THE MODULE	MODULE DURATION
Start Using Excel	If you don't have a lot of experience using Excel, don't worry. This instructional course will walk you through the basics.	20 Minutes
Excel 2007 - Basic	Excel's one of those things you think you know well, but in reality you probably need help with a few tasks here and there. This course is here to help you if you've used Excel before, but think there's more you can get out of it. Which is fair enough. Most people could probably stand to get a little better at spreadsheets. The better you're able to use it, the more effective you can be at your job. Which can't be a bad thing can it? Topics covered in this course include: Learning the basics, creating opening and closing new workbooks and dealing with formulae and functions.	110 Minutes
Excel 2007 - Intermediate	Excel's one of those things you think you know well, but in reality you probably need help with a few tasks here and there. This course is here to help you if you've used Excel before, but think there's more you can get out of it. Which is fair enough. Most people could probably stand to get a little better at spreadsheets. The better you're able to use it, the more effective you can be at your job. Which can't be a bad thing can it? Topics covered in this course include: Working with formatting, tables, charts, graphs, and pictures print and print layout and working with views.	122 Minutes
Excel 2007 - Advanced	Excel's one of those things you think you know well, but in reality you probably need help with a few tasks here and there. This course is here to help you if you've used Excel before, but think there's more you can get out of it. Which is fair enough. Most people could probably stand to get a little better at spreadsheets. The better you're able to use it, the more effective you can be at your job. Which can't be a bad thing can it? Topics covered in this course include: Sort, filter, outline and grouping, getting to grips with conditional logic, pivot tables and goal seek and data consolidation.	85 Minutes

Please note that this course is made up of a series of short modules, and is not an exhaustive, in depth look at this topic.

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