

**Microsoft Excel 2007 Intermediate:** In this course, the student will continue the study of Excel's more complex features including:

- Working with multiple worksheets and workbooks
  - Workbooks
  - Workbook linking
  - Worksheet linking with 3D formulas
  - Managing multiple workbooks
- Formatting
  - Special numbers
  - Formatting with functions
  - Styles
  - Themes
  - Advanced formatting techniques
- Outlining and subtotals
  - Outlines and consolidation of data
  - Creating subtotals
- Naming cells and ranges
  - Creating cell names
  - Managing created cell names
- Tables and lists in Excel
  - Reviewing lists
  - Sorting
  - Filtering
  - Tables
- Excel and the Internet
  - Web pages
  - Hyperlinks
  - Workbook Distribution
- Charts
  - Formatting
  - Chart types
  - Chart graphics
- Auditing and more
  - Auditing
  - Comments
  - Protection
  - Collaboration
- Templates
  - Application settings
  - Templates-built in
  - Templates- creating