



CORPORATE & CAREER TRAINING

EXCEL 2007 - ADVANCED FUNCTIONS & TEMPLATES

TRAINING OUTLINE

6 HOURS

I. USING RANGE NAMES

- Working with Range Names
- Jumping to a Named Range
- Assigning Names
- Using Range Names in Formulas
- Creating Range Names from Headings
- Applying Range Names
- Deleting Range Names
- Using Range Names in 3-D Formulas
- Creating 3-D Range Names
- Using 3-D Range Names in Formulas

II. USING FINANCIAL, BASIC LOGICAL, AND DATE FUNCTIONS

- Using Function Arguments
- Using Financial Functions
- Using Logical Functions
- Using Date Functions
- Formatting Dates
- Revising Formulas

III. USING ADVANCED FUNCTIONS

- Using Lookup Functions
- Using the VLOOKUP Function
- Using the HLOOKUP Function
- Using the IF Function
- Using Nested IF Functions
- Using the ISERROR Function
- Using an AND Condition with IF
- Using an OR Condition with IF
- Using the ROUND Function
- Limiting the Precision of Numbers

IV. WORKING WITH COMMENTS

- Creating Comments
- Viewing a Comment
- Reviewing Comments
- Printing Comments
- Responding to Discussion Comments

V. USING AUTOMATIC FORMATTING AND STYLES

- Using Automatic Formatting Features
- Applying an AutoFormat
- Extending List Formats and Formulas
- Applying a Predefined Style
- Creating a Style by Example
- Applying a Style
- Creating a New Style
- Editing an Existing Style
- Merging Styles

VI. USING TEMPLATES

- Saving a Workbook as a Template
- Using a Template
- Editing a Template
- Inserting a New Worksheet
- Deleting a Template
- Creating Default Templates
- Finding Online Templates

VII. USING WORKSHEET PROTECTION

- Unlocking Cells in a Worksheet
- Protecting a Worksheet
- Unprotecting a Worksheet
- Creating Allow-Editing Ranges
- Deleting Allow-Editing Ranges
- Protecting Workbook Windows
- Unprotecting Workbook Windows
- Assigning a Password
- Opening a Password-protected File
- Removing a Password