



## Overview

This course introduces data validation, protection, charting features, document linking and embedding and templates. Multiple worksheets and workbooks are introduced in the context of applying formulas and functions. Students also gain hands-on practice using styles and custom formats.

## Prerequisites

Excel 2007 Introduction

## Objectives

- Ⓞ Conditional formatting
- Ⓞ Work with multiple worksheets and workbooks
- Ⓞ Use data validation and protection in business forms
- Ⓞ Document Linking and embedding
- Ⓞ Create and edit charts
- Ⓞ Templates

## Outline

### Skills Review

#### More Formatting

- Conditional Formatting and  
Compatibility Issues
- Conditions in Formulas

#### Working with Multiple Worksheets and Workbooks

- Working Across Worksheets and  
Workbooks
- Working with Multiple Sheet Formulas
- Consolidating Information
- Linking Information between Workbooks
- Addressing across worksheets

#### Data Validation and Protection

- Data Validation
- Protection
- Business Forms with Data Validation  
and Protection

#### Preparing Templates

- Working with Templates

#### Spell Checker

#### Graphics and Drawing Tools

- Stacking Order of Graphic Objects
- Grouping Graphic Objects

### Working with Charts

- Creating and Modifying a Chart
- The Chart Tools Tab
- Chart Components
- The Chart Type, Data, Layouts and  
Styles groups
- Creating a Pie Chart
- Previewing and Printing a Chart

### Modifying Chart Options

- Modifying Titles and Labels
- Modifying Axes, Gridlines, and Legends
- Working with Data Tables
- Changing the Data Range
- Working with Data Series
- Deleting a Chart
- Adding Data to an Existing Chart
- Moving and Rescaling Charts

### Formatting Charts

- Activating Chart Objects
- Changing Colors, Borders, and Patterns
- Changing Font and Number Formatting
- Formatting Axes and Gridlines
- Formatting Data Series and Chart Area  
Options
- Creating a Custom Chart Type
- Applying a Custom Chart Type
- Plotting a Series on a Secondary Axis