

Training Course Information

Course Name: Excel 2007 Intermediate

Course Overview: This course covers more useful features that prove useful for people who regularly use Excel 2007 for various purposes, both personal and business related.

Topics Include:

- Import Data from External Sources
- Background Image
- Grouping Data
- Splitting Worksheets
- Macros
- Digital Signatures
- Tables
- Filters
- Excel Options (Customise)

Pre-Requisites: Excel 2007 Basics 2 or equivalent knowledge

Note: Each course can be tailored and/or combined with other courses to suit the client's needs.