

---

# Excel 2007 Roadmap



## Which Class is Right for You?

---

- ❖ Can you select adjacent and non-adjacent cells?
- ❖ Can you write a simple formula?
- ❖ Are you familiar with the Order of Operations?
- ❖ Can you use the Formula AutoComplete command to write a function?
- ❖ Have you ever used the Insert Function button to access the Function Library?
- ❖ Do you know the ways to navigate around a workbook?
- ❖ Do you use the AutoFill feature?
- ❖ Are you comfortable with absolute and relative references?
- ❖ Can you position cell contents where you want them?
- ❖ Can you manipulate the printouts you get in Excel?

→  
**NO**

**Take**  
**Excel 2007 – Introduction**

↓ **YES**

- ❖ Are you able to create and use named ranges?
- ❖ Can you write IF statements and LOOKUP functions?
- ❖ Do you know how to filter a list with multiple condition criteria?
- ❖ Do you use the sorting feature in Excel?
- ❖ Can you create simple charts?
- ❖ Are you able to customize your chart features?
- ❖ Can you create an embedded chart?
- ❖ Can you format graphic objects in your chart?
- ❖ Can you create a Pivot Table?
- ❖ Can you create Excel templates?

→  
**NO**

**Take**  
**Excel 2007 – Intermediate**

↓ **YES**

- ❖ Can you record a simple macro?
- ❖ Do you use conditional formatting to format a worksheet?
- ❖ Do you know how to track revisions in Excel?
- ❖ Can you troubleshoot invalid formulas?
- ❖ Have you used the Goal Seek and Solver?
- ❖ Do you know how to Consolidate data?
- ❖ Can you create a Web Query?

→  
**NO**

**Take**  
**Excel 2007 – Advanced**