



Advanced Microsoft Excel 2007

About the Course

Designed for

Aimed at frequent users who have an excellent knowledge of Microsoft Excel's basic and intermediate principles, this course provides candidates with practical experience of the topics listed in the course outline below. On completion, candidates should be equipped with the necessary skills to produce complex documents and integrate them with output from other Windows applications.

Teaching Approach

The teaching approach contains a mix of lectures, practical and one-to-one work and varies according to the people attending. For the most part, candidates are able to work at a pace which best suits them, and emphasis is placed upon quality of learning, rather than quantity.

Requirements

Those attending should have an understanding of Microsoft Excel to an intermediate level, be competent Microsoft Windows users, and be familiar with the basics of file and disk management.

Course Material

A large part of each course is spent with a set of prepared exercises and projects so that those attending gain firm foundations through their own practical experience. Professionally presented course notes are provided and these may be retained for reference afterwards.

Duration

This training program is one day in duration.

Course Outline

FUNCTIONS

- Excel 2007 Functions
- Getting help about using a particular function
- TODAY
- DAY
- MONTH
- YEAR
- SUMIF
- ROUND
- COUNT
- COUNTA
- COUNTIF
- PROPER
- UPPER
- LOWER
- CONCATENATE
- FV
- NPV
- PMT
- PV
- RATE
- HLOOKUP
- VLOOKUP
- IF
- AND

- OR
- ISERROR
- DSUM
- DMIN
- DMAX
- DCOUNT
- Using nested functions

USING ONE-INPUT OR TWO-INPUT DATA TABLES / WHAT-IF TABLES

- Using a one input Data Table command
- Using a two input data table command

A FIRST LOOK AT PIVOT TABLES

- Creating a PivotTable
- Dropping data into the Pivot Table
- Modifying data and refreshing the Pivot Table
- Grouping data within a Pivot table

SCENARIOS

- Scenario Manager - an example
- Showing a scenario
- Viewing an alternative scenario
- Create a scenario summary

AUDITING

- Tracing precedent cells
- Tracing the dependants of a cell
- Displaying all formulas within a worksheet
- Adding comments
- Displaying comments
- Removing comments
- Editing comments

MACROS

- Displaying the Developer tab
- Recording and running macros
- Lowering your macro security level
- Customizing the Quick Access Toolbar
- Changing the Quick Access Toolbar Macro icon
- Removing a macro icon from the Quick Access Toolbar
- Raising your macro security level