

Ref No: DD208

Course Aims

This course aims to enhance your computer productivity by giving you advanced skills in the use of Microsoft Excel 2007.

It is designed to introduce you to the techniques and concepts associated with effective worksheet operation, and to get you into the advanced features of Microsoft Excel 2007 as quickly as possible.

Objectives

Upon completing this course you will be able to:

- Use features such as Password Protection and Backups
- Work with Circular References
- Use more Advanced Functions
- Import and Export Data
- Use Data Consolidation, Goal Seek and Solver
- Link data
- Create Scenarios
- Record, Edit and Run Macros
- Create and use Macro Buttons
- Use PivotTable Reports and PivotChart Reports

Number of Pages

152

Audience

The course is aimed at those participants who wish to increase their knowledge of Excel and utilise advanced features.

Prerequisites

A sound knowledge of spreadsheets and familiarity with Excel.

Course Length

In a training environment this course is suitable for two days.

Course Structure

The course contains instructor lead exercises as well as examples completed at the students' own pace. A course disk contains the necessary files to complete the manual.

Introduction

Course Aims
Course Objectives

Revision

Security and Protection

Password Protection

Attaching a Password

Modification Password

Saving with a Backup

Cell Protection

Protecting Cells

Circular References

Circular Error Messages

Error Checking

Functions

Function Overview

Functions Revision

Math & Trig Functions

The SUMPRODUCT Function

Rounding Functions

Financial Functions

The PMT Function

Logical Functions

The IF Function

Nested IF Functions

The AND Function

The OR Function

More Functions

Lookup Functions

The VLOOKUP Function

The HLOOKUP Function

Concatenating Functions

Index & Match Functions

Naming Ranges

The MATCH Function

The INDEX Function

Using the Function Library

Goal Seek

Using Goal Seek

Solver

Target Cell & Value

Saving a Scenario

Solver Reports

Scenarios

Adding a Scenario

Showing Scenarios

Linking

Worksheet Linking

Workbook Linking

Data Consolidation

Using Statistical Functions

Importing Data

Importing CSV Files

Text Import Wizard

Exporting Data

Choosing a Specific Format

Exporting to Microsoft Word

Pasting Data with a Link

Copying a Graph as a Picture

PivotTable Reports

Rearranging Data

Filtering a Report

Adding Fields

Field Settings

Refreshing Data

Formatting a PivotTable

Expanding and Collapsing Detail

PivotChart Reports

Creating a PivotChart

PivotChart Reports from scratch

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Macros

Recording a Macro

Editing a Macro

Relative/Absolute Recording

Stepping through a Macro

Macro Buttons

Customising the Quick Access Toolbar

Deleting Macros

Macro Revision Exercise

Macro Security Level