

MICROSOFT EXCEL 2007 ADVANCED

WHO SHOULD ATTEND

Those who have taken the Microsoft Excel Intermediate course and wish to expand their skills of the following:

- ◆ Outline and consolidate worksheets for efficiency
- ◆ Building advanced formulas
- ◆ Create pivot tables for analysis of worksheet data
- ◆ Automate common and repetitive procedures by using macros

PREREQUISITES

A working knowledge of skills outlined in the courses Excel Introduction and Intermediate is recommended.

COURSE OBJECTIVE

This instructor-led, full day course is designed to teach the student more advanced features of Excel, a powerful and popular full-featured spreadsheet program, with a main focus on formulas, pivot tables, and macros.

WHAT STUDENTS RECEIVE

Each student receives their own Student Manual as well as class exercise files when necessary. We strongly suggest these materials be used for review to further internalize concepts as well as for post-class reference.

NEXT CLASS

We recommend the student enroll in the Word series to learn about word-processing or the PowerPoint series for presentations.

SKILLS LEARNED

- ◆ Create, position and delete a custom toolbar
- ◆ Create, apply, modify, and redefine styles and templates
- ◆ Nesting a SUM function within a ROUND function
- ◆ The IF function
- ◆ Construct a decision-making VLOOKUP function
- ◆ Error handling and the Auditing features
- ◆ Creating and working with pivot tables
- ◆ Change and reorganize data in a pivot table
- ◆ Alter pivot table field information
- ◆ Viewing pivot tables at different levels
- ◆ Working with workbooks
- ◆ Build, save, and edit formulas that link workbook files
- ◆ Workbooks versus links and workspaces
- ◆ Consolidating worksheet data
- ◆ Consolidating and the outline feature
- ◆ Using the Goal Seek and Solver utilities
- ◆ Create, view, and save a scenario by using the Scenario manager
- ◆ Document worksheets by creating comments
- ◆ Protecting the worksheet with the protect and lock options
- ◆ Hiding selected information
- ◆ Create, save, and view different displays of data with custom views
- ◆ Recording a Macro
- ◆ Visual Basic Application

COURSE OUTLINE

LESSON 1: Customizing the Work Area

- ◆ Working with existing toolbars by adding, deleting, and rearranging buttons
- ◆ Templates and Styles

LESSON 2: Advanced Formula Construction

- ◆ Using Functions
- ◆ Creating Formulas
- ◆ Error handling

LESSON 3: Pivot Tables

- ◆ How to create, change, alter, refresh, and view Pivot Tables

LESSON 4: Multiple File Linking

- ◆ Workbook files
- ◆ Formulas that link
- ◆ Linking cells, workbooks, and workspaces

LESSON 5: Consolidating Data and Using Analysis Tools

- ◆ Data consolidation
- ◆ Outlining
- ◆ Utilities
- ◆ The Scenario manager

LESSON 6: Protect and Display Options

- ◆ Comments
- ◆ Protecting worksheets
- ◆ Hiding information
- ◆ Custom views

LESSON 7: Introduction to Macros

- ◆ Run and record Macros
- ◆ Visual Basic for Macros