



MICROSOFT EXCEL 2007 ADVANCED

COURSE OUTLINE

Module 1: Advanced Functions

- Using logical functions: IF
- Using logical functions: AND
- Using logical functions: OR
- Using nested functions
- Using database functions: DSUM
- Using database functions: DMIN
- Using database functions: DMAX
- Using database functions: DCOUNT
- Using database functions: DAVERAGE
- Using the show formulas command
- Using financial functions: FV
- Using financial functions: NPV
- Using financial functions: PMT
- Using financial functions: PV
- Using financial functions: RATE

Module 2: 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

Module 3: What-if Analysis

- Using a one input data table command
- Using a two input data table command
- Scenarios
- Scenario manager
- Showing a scenario
- Viewing an alternative scenario
- Creating a scenario summary

COURSE DETAILS

1-Day Instructor-led classroom based training

COURSE OVERVIEW

Microsoft Excel is a spreadsheet application that incorporates tools for assisting in the recording and analysis of numerical data and which has the ability of turning numerical data into charts and graphs. This functionality, combined with many powerful and sophisticated features allow the creation, manipulation, editing, printing and storage of workbooks.

The advanced course introduces the trainee to Microsoft Excel 2007 and the important advanced features of Microsoft Excel. The course is designed to augment the trainee's existing spreadsheet skills, thereby utilising Excel 2007 to its full potential. The course is structured to give maximum "hands-on" experience to the individuals rather than involving a lecture situation. In order to attain this, participants will have their own personal computer and colour monitor to work on.

COURSE PRE-REQUISITES

Previous experience of Microsoft Excel 2007 is essential. It will be assumed that the trainee has knowledge of all the "basics", preferably having attended our "Microsoft Excel 2007 Foundation and Intermediate" courses.

- Goal seek (using & applying)
- Solver (using, installing & applying)
- Constraints (changing & deleting)

Module 4: Auditing

- Tracing precedent cells
- Tracing dependants of a cell
- Displaying all formulas within a worksheet
- Comments (adding, displaying, removing & editing)

Module 5: Data Validation

- Whole numbers
- Decimal numbers
- Lists
- Date
- Time
- Text length
- Removing data validation

Module 6: Hyperlinks

- Hyperlinks (inserting, editing & removing)

Module 7: Macros

- Displaying the Developer tab
- Recording and running a macro
- Macro to format a cell range
- Macro to apply a custom number format
- Lowering your macro security level
- Customising 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

Module 8: Sharing Workbooks & Track Changes

- Enabling or disabling the 'track changes' feature
- Sharing, comparing & merging worksheets

COURSE COMPLETION

You will have the ability to create, manipulate, edit, print and store workbooks, using the advanced features of MS Excel 2007.

On completion of the course you will receive a certificate.



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OVERVIEW

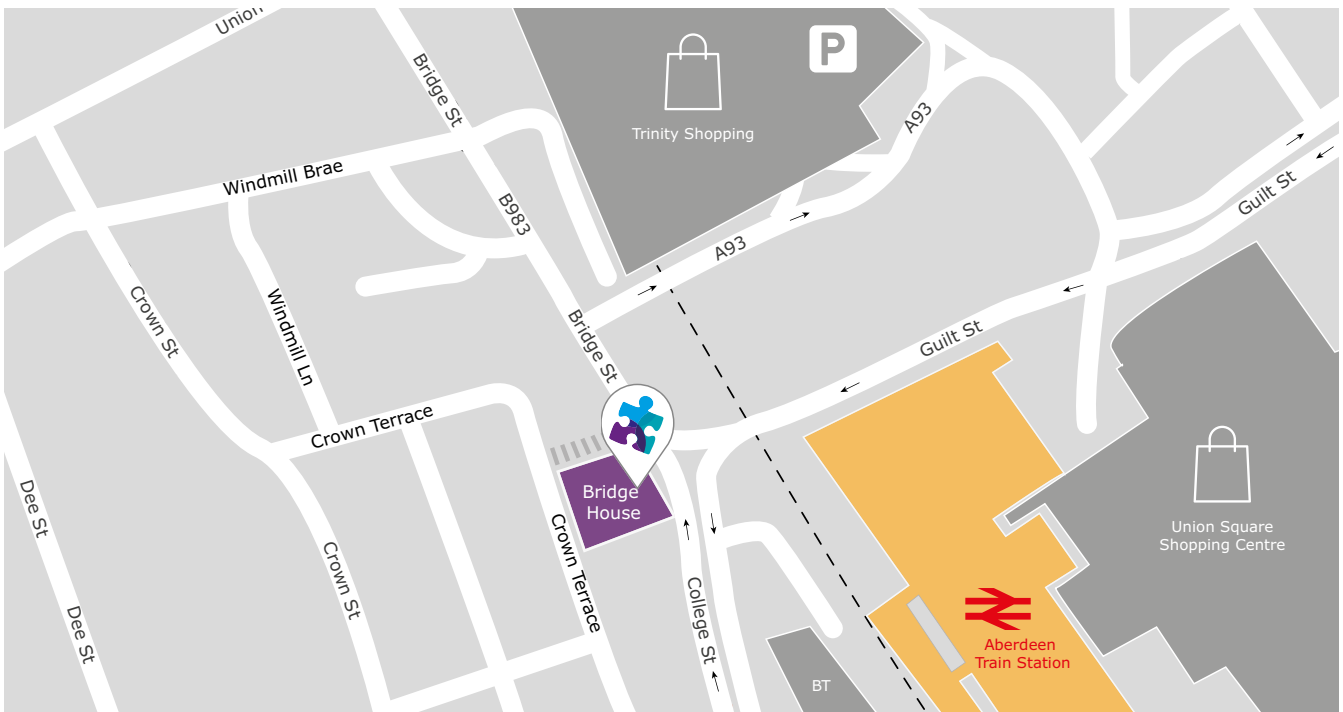
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years and have developed a loyal customer base with highly satisfied delegates and training bookers returning time and time again.

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HOW TO FIND US?

Our office is situated on the first floor of Bridge House, at 56-58 Bridge Street, Aberdeen.

WHERE TO PARK?

Parking is available at the multi-storey pay and display car park next to the nearby British Telecom building.

OFFICE OPENING HOURS

Table with 2 columns: Day and Opening Hours. Monday-Friday: 09.00 am - 05:30 pm. Saturday, Sunday: CLOSED

From the car park, walk up College Street onto Bridge Street; Bridge House is located at the bottom of Bridge Street before the steps up to Crown Terrace. Solab's office can be reached by taking either the lift or stairs to the first floor.