

# MICROSOFT OFFICE EXCEL 2007 ADVANCED



ability software consultants

## COURSE AIMS

This course is aimed at experienced users of Microsoft Office Excel who wish to extend their knowledge to the more advanced features of the package.

On completion of the course the user should be able to confidently do the following:

- Enter and understand any Excel function.
- Manage and analyse worksheet and external databases.
- Build and print scenarios of worksheet models.
- Solve a variety of complex problems using analytical tools.

## COURSE CONTENT

### **Review of Introductory Features**

#### **Workbooks**

Multiple worksheets  
File Linking  
Workspaces  
Conditional Formatting

#### **Functions**

Lookup and Reference Functions  
Maths Functions  
Date and Time Functions  
String Functions  
Nesting Functions

#### **Formula Auditing**

Data Validation  
Show Formulae  
Evaluate Formulae  
Watch Window  
Trace Precedents and Dependents

#### **Templates**

Creating a Template  
Using a Template

## NOTES

Users wishing to attend this course should have attended an Excel Introduction course, or have at least a similar level of knowledge and experience.

Ability also offer an Excel Visual Basic for Applications course.

### **What-If Analysis**

Scenario Manager  
Goal seek  
Solver

### **Data Management**

Excel Tables  
Sorting, Filtering and Subtotals  
Data Consolidation  
Grouping and Outlining

### **PivotTable and PivotChart Reports**

Creating a PivotTable Report  
Creating a PivotChart Report  
Calculated Fields  
External Data Sources

### **Charting**

Adding and Deleting Data  
Trend lines  
Changing Chart and Worksheet Values

### **Introduction to Macros**

Recording a Macro  
Running a Macro  
Macro Security