

PerCom Solutions



MICROSOFT EXCEL 2007

LEVEL: ADVANCED

DURATION: 1 Day

AUDIENCE: For people who have attended the Intermediate course or who have a good working knowledge of Excel.

OBJECTIVES: On successful completion of the course delegates will have a better understanding of the more advanced features of Excel such as analysis tools, database management, Macros etc.

COURSE OUTLINE

Revision Topics:

- Advanced Filtering
- Creating Subtotals
- Using Outlines
- Conditional Formatting
- Using Paste Special

Analysing Data:

- Creating Pivot Tables
- Formatting Pivot Tables
- Creating Pivot Charts

Managing Data:

- Working with Excel 2007 Tables
- Removing Duplicates
- Data Validation
- Data Consolidation
- Text to Columns
- Transposing Data
- Importing Data

Macros:

- Recording a Macro
- Running a Macro
- Deleting a Macro
- Creating Macro Buttons

Auditing:

- Formula Auditing
- Trace Precedents & Dependants
- Tracking Changes

Templates & Themes:

- Using Themes
- Creating Custom Themes
- Creating Templates
- Using Templates

What If Analysis Tools:

- Goal Seeking
- Scenario Manager
- Data Tables

Advanced Functions:

- Nested Functions
- Text Functions
- Date & Time Functions

Customising Excel:

- Customising Quick Access Toolbar
- Customising Status Bar
- Changing Excel Options