MICROSOFT EXCEL 2007 ADVANCED

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MS Excel 2007
Advanced

COURSE LENGTH: 1.0 DAYS

Excel is the world's premier spreadsheet software. You can use Excel to analyse numbers, keep track of data, and graphically represent your information.

With Excel 2007, you can manage more data than ever, with increased worksheet and workbook sizes. Excel also makes your job easier by providing an easy to use interface and an array of powerful tools to help you turn your data into usable information – we'll show you how.

This dynamic training course is available now throughout Australia, including Brisbane, Sydney, Parramatta, Melbourne, Adelaide, Canberra and Perth.

MICROSOFT EXCEL 2007 ADVANCED COURSE OUTLINE

FOREWORD

Knowing how to use the advanced features of Microsoft Excel 2007 leads to a completely new experience in using this spreadsheet program. The novice user tends to use Excel 2007 as a holding place for report data. They may know how to insert data and move columns around, but rarely go into the deeper functions that Excel 2007 offers.

This workshop will teach you the most common advanced features of Microsoft Excel 2007.

The goal of this course is to get you familiar with these functions in a safe learning environment. Once you complete the course, your familiarity and confidence in using the advanced feature of Excel 2007 will increase, making Excel 2007 a more useful tool for you at work or at home.

OUTCOMES

- Use SmartArt
- Insert Objects
- Create Charts
- Create Pivot Tables
- Work with Pivot Tables
- Create Pivot Charts
- Solve Formula Errors
- Use What-If Analysis
- Manage Your Data
- Group and Outline Data

MODULES

Lesson 1: Getting Started
- Workshop Objectives

Lesson 2: SmartArt
- Inserting SmartArt
- An Overview of the SmartArt Tabs
- Adding Text to the Diagram
- Resizing and Moving the Diagram
- Resetting the Diagram

Lesson 3: Inserting Objects

Lesson 4: Creating Charts

- About Contextual Tabs
- Adding Pictures from Your Computer
- Adding ClipArt
- Adding Text Boxes
- Drawing Shapes

- Inserting a Chart
- Overview of the Chart Tools Tabs
- Understanding the Parts of a Chart
- Changing the Chart Style
- Resizing and Moving the Chart

Lesson 5: Creating Pivot Tables
- Inserting a Pivot Table
- Overview of the Pivot Table Tools Tab
- Choosing Fields

Lesson 6: Working with Pivot Tables
- Changing the Data Displayed
- Applying a Style to Your Pivot Table
- Some Real-life Examples

Lesson 7: Creating Pivot Charts
- Creating a Pivot Chart from a Pivot Table
- Creating a Pivot Chart from Data

Lesson 8: Solving Formula Errors
- Using Named Ranges
- Understanding Formula Errors
- Tracing Dependents and Precedents
- Using the Trace Errors Commands
- Evaluating Formulas

Lesson 9: Using What-If Analysis
- Using Goal Seek
- Using the Scenario Manager
- Using a One Input Data Table
- Using a Two Input Data Table

Lesson 10: Managing Your Data
- Transposing Data from Rows to Columns
- Using the Text to Columns Feature
- Checking for Duplicates
- Creating Data Validation Rules
- Consolidating Data

Lesson 11: Grouping and Outlining Data
- Grouping Data
- Adding Subtotals
- Outlining Data
- Viewing Grouped and Outlined Data

Lesson 12: Wrapping Up
- Words From the Wise

WEB LINKS

- View this course online
- In-house Training Instant Quote