



EXCEL 2007

ADVANCED

COURSE CODE : XL2007ADV

COURSE AIMS

This course aims to give experienced users of Excel knowledge of the more advanced functions and analysis tools to develop more complex spreadsheets incorporating data from a wide range of sources.

DELEGATE PRE-REQUISITES

High level of experience using Excel gained from previous attendance on Introduction and Intermediate Excel 2007 courses or using the software. All Delegates should have a sound knowledge of building formulae and using functions within Excel.

COURSE OUTLINE

DATA FORMS

- Loading the Data Form
- Adding / Editing Records

TABLES

- The Table Design Tools
- Sorting & Filtering
- Calculated Columns
- Totals
- Removing Duplicates
- Converting to a Range

SUBTOTALLING & OUTLINING

- The Functions available
- Multiple Sub-Totals
- Using the Outline feature
- Grouping

ADVANCED FILTERS

- Why Advanced Filters?
- Filtering in Place
- Moving to a new Location

PIVOT TABLES & PIVOT CHARTS

- Selecting the Data
- The Pivot Table Design Tools
- Changing the Structure
- Adding / Removing Fields
- Filtering in Pivot Tables
- Subgroups
- Multiple Values
- Calculated Fields
- Subtotals & Grand Totals
- Pivot Table Styles
- Seeing the Details
- Displaying Items on Different Sheets
- Creating a Pivot Chart

CHARTING - ADDITIONAL FEATURES

- Resetting to a Style
- Controlling & Adding New Data
- Trendlines
- Combination Charts
- Secondary Axes
- Working with 3D Charts
- Using Images in Charts
- Chart Templates

LOOKUPS

- LOOKUP
- VLOOKUP
- HLOOKUP
- Incorporating Range Names (recap)

DATA ANALYSIS

- Scenario Manager
- Goal Seek

DATA PROTECTION

- Data Validation
- Protecting areas of a Worksheet
- Protecting a Workbook

SOME USEFUL FUNCTIONS

- Concatenate Function
- Financial Functions
- Date Functions
- MATCH, INDEX, OFFSET Functions

HYPERLINKS

INTRODUCTION TO MACROS

TEMPLATES



FAST TRACK
COMPUTER TRAINING