



Microsoft Excel 2007 Advanced Functions and Formulas

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Microsoft Excel Advanced Functions and Formula - is a 2-hour course which discusses different formulas within Excel.

Target Student: Anyone interested in acquiring skills necessary to create, edit, and format, Microsoft Excel formulas.

Prerequisites: Before taking this course, you should have a basic understanding of using Microsoft Excel.

Delivery Method: Instructor-led, online-delivery learning model with structured hands-on activities.

Benefits: Upon successful completion of this course, you will be able to manage, edit, and create formulas using Microsoft Excel.

Other Excel 2007 Courses:

Microsoft Excel - Introduction Learn the basics of working with an Excel worksheet. Students will gain an understanding of working with data to organize information and format.

Microsoft Excel - Advanced Students will take their knowledge of Excel to the next level. Learn to work with worksheets, data analysis tools, and data ranges.

Microsoft Excel - Creating Charts Learn to visually display data in an Excel chart. Students will work with different chart types and how to format the data.

Microsoft Excel - Working with Macros Macros are an action or a set of actions that you can use to automate tasks. Macros are recorded in the Visual Basic for Applications programming language. Students will learn to record and edit macros.

Microsoft Excel - Creating PivotTables Learn to create a PivotTable report that will allow you to summarize, analyze, explore, and present summary data.

Performance-Based Objectives

Upon successful completion of this course, you will be able to:

- Understand the difference between Functions and Formulas.
- Develop an understanding of operators and the order of operations.
- Perform calculations manually.
- Create calculations using the built-in functions.
- Edit Cells with calculations.
- Understand the difference between Relative Referencing and Absolute Referencing..

