



Microsoft Excel 2007 -Advanced

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Microsoft Excel -Advanced is a one-day course focused on using Microsoft Excel to transform created, edited, and formatted basic spreadsheets into a more visually effective presentation through developing skills to enhance spreadsheets with templates, charts, lists and formulas. In this course you will also learn the latest and greatest features of Microsoft Excel including, the improved styles and themes, enhanced sorting and filter, improved tables and charts, better conditional formatting, easier formula writing and duplicate removal.

Target Student: Anyone interested in acquiring skills necessary to use Microsoft Excel to create templates, sort and filter data, import and export data, and analyze data.

Prerequisites: Microsoft Excel - Introduction or equivalent knowledge.

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

Benefits: Upon successful completion of this course, you will be able to organize your data, streamline your data entry, use a variety of functions and make the workbook available in a variety of formats.

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 Functions and Formulas Learn to create formulas in Excel using built in functions. With hundreds of functions available in Excel advance your understanding with several useful functions.

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:

- Create and apply templates.
- Add security to a worksheet.
- Calculate with advanced formulas.
- Fix formula errors.
- Sort and filter data.
- Work with lists and use data validation.
- Insert a graphic.
- Insert an Excel worksheet into other programs.



Microsoft Excel 2007- Advanced 1 Day

- Managing Workbooks
- Viewing a Workbook
- Working with the Workbook Window
- Splitting and Freezing a Workbook Window
- Selecting Worksheets in a Workbook
- Inserting and Deleting Worksheets
- Renaming, Moving and Copying Worksheets
- Working with Multiple Workbooks
- Hiding Rows, Columns, Worksheets and Windows
- Protecting a Workbook
- Protecting Worksheets and Worksheet Elements
- Sharing a Workbook
- Creating a Template

- More Functions and Formulas
- Formulas with Multiple Operators
- Inserting and Editing a Function
- AutoCalculate and Manual Calculation
- Defining Names
- Using and Managing Defined Names
- Displaying and Tracing Formulas
- Understanding Formula Errors

- Working with Data Ranges
- Sorting by One Column
- Sorting by Colors or Icons
- Sorting by Multiple Columns
- Sorting by a Custom List
- Filtering Data
- Creating a Custom AutoFilter
- Using an Advanced Filter

- Analyzing and Organizing Data
- Creating Scenarios
- Creating a Scenario Report
- Working with Data Tables
- Using Goal Seek
- Using Solver
- Using Data Validation
- Using Text to Columns
- Removing Duplicates
- Grouping and Outlining Data
- Using Subtotals
- Consolidating Data by Position or Category
- Consolidating Data Using Formulas

- Working with Objects
- Inserting Clip Art
- Inserting Pictures and Graphics Files
- Formatting Pictures and Graphics
- Inserting Shapes
- Formatting Shapes
- Resize, Move, Copy and Delete Objects
- Applying Special Effects to Objects
- Grouping Objects
- Aligning Objects
- Flipping and Rotating Objects
- Layering Objects
- Inserting SmartArt
- Working with SmartArt Elements
- Formatting SmartArt
- Using WordArt
- Inserting an Embedded Object
- Inserting Symbols

- Advanced Topics
- Customizing the Quick Access Toolbar
- Using and Customizing AutoCorrect
- Changing Excel's Default Options
- Recovering Your Documents
- Using Microsoft Office Diagnostics
- Viewing Document Properties

