

# Microsoft Excel 2007 Advanced

## Training Description

The skills and knowledge acquired in Microsoft Excel 2007 Advanced are sufficient to be able to use and operate the software at an efficient level.

## The Course Suits

Microsoft Excel 2007 Advanced is designed for users who are keen to extend their understanding and knowledge of the software. Microsoft Excel 2007 Advanced assumes the delegate has attended the Intermediate course or has equivalent knowledge.

## Training Benefits

At the completion of Microsoft Excel 2007 Advanced you should be able to:

- create and use labels and names in a workbook
- use the Formula Auditing tools to find and fix formula errors
- use the range of Paste Special options
- use a variety of Financial functions
- use the statistical function in Excel
- perform What-If Analysis on a range of data using Data Tables
- use Advanced Filters to view or extract matching records from a list of data
- use goal seeking to determine the values required to reach a desired result
- use Solver to solve more complex and intricate problems
- create and work with 'what-if' analysis using scenarios
- summarise and present information in a PivotTable report
- construct and operate PivotTables using some of the more advanced techniques
- create recorded macros in Excel
- use the macro recorder to create a variety of macros

## Course Timetable

The course focuses on practical work within the product giving delegates ample opportunity to use their PC skills through a series of graded exercises. Topics covered include:

### **Labels And Names**

Understanding Labels And Names  
Creating Names Using Text Labels  
Using Names In New Formulas  
Applying Names To Existing Formulas  
Creating Names Using The Names Box  
Using Names To Select Ranges

Pasting Names Into Formulas  
Creating Names For Constants  
Creating Names From A Selection  
Scoping Names To The Worksheet  
Using The Name Manager  
Documenting Range Names

### **Formula Auditing**

Understanding Tracing Precedents  
Understanding Tracing Dependents  
Tracing Precedents and Dependents  
Showing Formulas and Cell Arguments  
Common Error Messages  
Understanding Error Checking  
Checking for Errors  
Tracing Errors  
Evaluating Formulas  
Using the Watch Window  
Dealing with Circular References

### **Special Pasting**

Understanding Pasting Options  
Pasting as a Picture or Hyperlink

### **Financial Functions**

Understanding Financial Functions  
Using PMT  
Using FV  
Using NPV  
Using PV  
Using RATE  
Using EFFECT  
Using NOMINAL

### **Statistical Functions**

Understanding Statistical Functions  
Status Bar Statistics  
Using COUNT And COUNTA  
Using COUNTBLANK  
Using COUNTIF  
Using MODE  
Using MEDIAN  
Using LARGE And SMALL  
Using STDEV  
Using VAR

### **Data Tables**

Data Table Components  
Using a Simple What-If Model  
Creating A One-Variable Table  
Using One-Variable Data Tables  
Creating A Two-Variable Data Table

### **Advanced Filtering**

Understanding Advanced Filtering  
Using an Advanced Filter  
Extracting Records Using Advanced Filters  
Using Formulas in Criteria  
Understanding Database Functions  
Using Database Functions  
Using DSUM  
Using DMIN  
Using DMAX  
Using DCOUNT

### **Summarising Data**

Summarising Data Features  
Subtotalling a List  
Using a Subtotalled Worksheet  
Creating Nested Subtotals  
Copying Subtotals

### **Goal Seeking**

Goal Seeking Components  
Using Goal Seek

### **Solver**

Installing The Solver Add-In  
Understanding How Solver Works  
Setting Solver Parameters  
Adding Solver Constraints  
Performing The Solver Operation  
Running Solver Reports  
Refining Solver Answers

### **Scenarios**

Understanding Scenarios

- Creating a Default Scenario
- Creating Scenarios
- Using Names in Scenarios
- Displaying Scenarios
- Creating a Scenario Summary Report
- Merging Scenarios

## **PivotTables**

- Understanding PivotTables
- PivotTable Basics
- Working with the PivotTable Field List
- Creating the PivotTable
- Adding Fields to a PivotTable
- Value Field Settings
- Applying a Filter to a PivotTable
- Changing The PivotTable Report Layout
- Manipulating PivotTable Detail
- Creating a PivotTable Report

## **PivotTable Techniques**

- Using Compound Fields
- Counting In A PivotTable
- Formatting PivotTable Values
- Working With PivotTable Grand Totals
- Working With PivotTable SubTotals
- Finding The Percentage Of Total
- Finding The Difference From
- Grouping In PivotTables
- Creating Running Totals
- Creating Calculated Fields
- Providing Custom Names
- Creating Calculated Items
- PivotTable Options
- Sorting In A PivotTable

## **PivotCharts**

- Creating A PivotChart Shell
- Dragging Fields For The PivotChart
- Changing The PivotChart Type
- Using The PivotChart Filter Pane
- Moving PivotCharts To Chart Sheets

## **Recorded Macros**

- Understanding Excel Macros
- Setting Macro Security
- Saving A Document As Macro Enabled
- Recording A Simple Macro
- Running A Recorded Macro
- Relative Cell References
- Running A Macro With Relative References
- Viewing A Macro
- Editing A Macro
- Assigning A Macro To The Toolbar
- Running A Macro From The Toolbar
- Assigning A Keyboard Shortcut To A Macro
- Deleting A Macro
- Copying A Macro
- Tips For Developing Macros

## **Recorder Workshop**

- Preparing Data For An Application
- Recording A Summation Macro
- Recording Consolidations
- Recording Divisional Macros
- Testing Macros
- Creating Objects To Run Macros
- Assigning A Macro To An Object