

Microsoft Office Excel 2007 (Advanced)

IN BRIEF

Delivery: Instructor Led

Duration: 1 day

Class size: 10 Students Max.

Inclusions: Microsoft Excel 2007 expert instructor, comprehensive course manual, individual computer access and refreshments.

Audience: This course is intended for current Microsoft Excel users who wish to extend their knowledge and skills to more advanced topics such as PivotTables and VLOOKUP function.

Prerequisites: This course is designed for current Microsoft Excel users who can build workbooks. It is assumed that the user will have completed the intermediate course or be confidently working at that level.

Products Covered:
Microsoft Office Excel 2007

Course Description

This one day, instructor-led course covers aspects of Microsoft Excel beyond building basic workbooks and deals with Pivot Tables and workbook options. It includes areas such as AutoFill, data tables, sharing your workbook, and saving workbooks as web pages.

Objectives

At the completion of this courseware participants will be able to:

- create, use and modify data tables
- create and work with scenarios and the Scenario Manager
- create, modify and work with PivotTables
- use linking to create more efficient workbooks
- combine data in separate worksheets or workbooks using consolidation
- publish workbooks and worksheets for the web
- summarise data using subtotals and relative range naming
- search with VLOOKUP function

Topics Covered

Setting Excel Options

Changing Your User Name and Default Font
Changing Your Default File Format
Setting Formula Options
Changing the Appearance of Your Interface

Excel and Windows

Searching for Documents Using Diagnostics
Checking for Updates
Starting Excel Automatically

Using the Excel Viewer

Downloading the Excel Viewer
Using Excel Viewer

Getting The Most From Your Data

Using Automatic Outlining
Displaying and Collapsing Levels
Grouping Data Manually
Creating Subtotals

PivotTables

Creating a PivotTable
Creating a PivotTable Frame
Specifying and Rearranging PivotTable Data

More About PivotTables

Modifying PivotTable Calculations
Formatting, Refreshing and Charting a PivotTable
PivotTable Based on External Data

Exploring Scenarios

Creating a Scenario
Creating a Scenario Summary Report
Saving Multiple Scenarios

What If Analysis

Using a One and Two Input Data Table
Using Goal Seek
Using Solver

Excel and Hyperlinks

Inserting and Modifying Hyperlinks
Using Hyperlinks in Excel

Saving Workbooks as Web Pages

HTM and MHTML Files
Saving a Workbook as a Web Page
Saving a Chart as a Web Page
Saving a range as a web page
Getting Data from the Internet
Importing from an External Data Source
Creating a Web Query
Saving a Web Query
Refreshing a Web QUERY

Excel and Office Servers

Publishing to a Document Server
Saving to a Document Management Server
Using Excel with Excel Services
Creating and Using Shared Workbooks
Sharing a Workbook
Opening and Editing a Shared Workbook
Tracking Changes
Resolving Conflicts in a Shared Workbook

Using Custom AutoFill Lists

What is an AutoFill List?
Creating a Custom AutoFill List
Modifying a Custom AutoFill List
Using a Custom AutoFill List

Using the VLOOKUP Function

Using VLOOKUP to Find Data
How to Find an Exact Match with VLOOKUP
Finding the Closest Match with VLOOKUP

Linking, Consolidating, and Combining Workbooks

Linking Workbooks
Consolidating Workbooks
Combining Worksheets