

MS Office 2007

Advanced Office Excel 2007™

Overview

Duration: 2 Day

Microsoft Excel 2007 offers a vast array of functionality to assist in manipulating and analysing data. This course looks at importing data using queries, whether from the web or databases, prepping the data and analysing it with What If, Scenario building and Pivot tables.

Who Should Attend

Delegates should have a good grounding in Excel (any version but Excel 2007 is preferable) either from experience or attending training courses. If your job involves manipulating and analysing data in Excel you will find this course very advantageous. Also, if you spend most of your work day in Excel and you would like to fill in gaps in your knowledge you will find this course really useful.

Objectives

Once you have completed this course you should be able to import data into Excel, prep it and set up pivot tables to analyse it. You should be able to record macros and create icons on the toolbars to run them.

Course Contents

- Text Functions in Excel 2007
- Count Functions
- Advanced 'If' statements
- Auditing Worksheets
- Trace Cell Precedents & Cell Dependents
- Locate Errors in Formulas
- Locate Invalid Data and Formulas
- Watch and Evaluate Formulas
- Goal Seek to reverse calculate a formula
- Creating Single Input Data Tables
- Dual Input Data Tables
- Setting up and manipulating scenarios for What-If? Analysis
- Consolidating Data by position
- Consolidate by Label
- Group And Outline Features
- Create a Pivot Table Reports from new
- Analysing Data with Pivot Tables
- Manipulate the Pivot Table
- Formatting Pivot Tables
- Creating Pivot Charts
- Grouping data in Pivot Tables
- Importing Text Files
- Setting Up Database Queries
- Connecting Excel to the Web to Import Data
- Recording Macros
- Edit a Macro
- Creating Buttons to Run the Macros
- Customize Access to Excel Commands
- Adding Icons to the Toolbars
- Creating your own Menu
- Editing Menus
- Adding Options to Menus to run Macros

Fairgold

