

Excel 2007 © Advanced



**Sutherland
Computer
Training**

Duration: 1 Day

TARGET AUDIENCE

This One-Day Course is designed for users who are already familiar with basic Excel 2007 © features and Operations, and who are now ready to explore more of the advanced analysis and automation tools in Excel.

LEARNING OUTCOMES

This Course focuses on the more advanced features of Excel 2007 ©. Advanced analysis tools, especially Pivot Tables, Solver, Outlining and Summarising are covered, as are some key automation features such as Macros.

Lookup Functions

- Understanding Data Lookup Functions
- Using CHOOSE
- Using VLOOKUP and HLOOKUP for Exact Matches
- Using HLOOKUP
- Using INDEX and MATCH
- Understanding Reference Functions
- Using ROW and COLUMNS
- Using COLUMN and ROWS
- Using ADDRESS, INDIRECT and OFFSET

Setting Excel Options

- Understanding Excel Options
- Personalising Excel
- Setting the Default Font
- Setting Formula Options
- Understanding and Setting Save Options
- Setting the Default File Location
- Setting Advanced Options

Chart Object Formatting

- Understanding Chart Object Formatting
- Selecting Chart Elements
- Using Shape Styles to Format Objects
- Changing Column Colour
- Changing Pie Slice Colour
- Changing Bar Colours
- Changing Chart Line Colours
- Using Shape Effects
- Filling the Chart Area and The Plot Area
- Filling the Background
- The Format Dialog Box
- Using the Format Dialog Box
- Using Themes

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

Protecting Data

- Understanding Data Protection
- Providing Total Access to Cells
- Protecting a Worksheet
- Working with a Protected Worksheet
- Disabling Worksheet Protection
- Providing Restricted Access to Cells
- Password Protecting a Workbook
- Opening a Password Protected Workbook
- Removing a Password from a Workbook

Summarising and Subtotaling

- Creating Subtotals
- Using a Subtotalled Worksheet
- Creating Nested Subtotals
- Copying Subtotals
- Using Subtotals with AutoFilter
- Installing the Conditional Sum Wizard
- Using the Conditional Sum Wizard
- Creating Relative Names for Subtotals
- Using Relative Names for Subtotals

Data Linking

- Understanding Data Linking
- Linking between Worksheets
- Linking between Workbooks
- Updating Links between Workbooks

Data Consolidation

- Understanding Data Consolidation
- Consolidating with Identical Layouts
- Creating an Outlined Consolidation
- Consolidating with Different Layouts

Pivot Tables

- Understanding Pivot Tables
- Creating a Pivot Table Shell
- Dropping Fields into a Pivot Table
- Filtering a Pivot Table
- Clearing a Report Filter
- Switching Pivot Table Labels
- Formatting a Pivot Table

Goal Seeking

- Goal Seek Components
- Using Goal Seek

Pivot Table Techniques

- Using Compound Fields
- Counting in a Pivot Table
- Formatting Pivot Table Values
- Working with Pivot Table Grand Totals
- Working with Pivot Table Sub Totals
- Finding the Percentage of Total
- Finding the Difference From
- Grouping in PivotTables
- Creating Running Totals
- Creating Calculated Fields
- Providing Custom Names
- Creating Calculated Items
- Pivot Table Options
- Sorting in a PivotTable

Pivot Charts

- Creating a Pivot Chart Shell
- Dragging Fields for the Pivot Chart
- Changing the Pivot Chart Type
- Using the Pivot Chart Filter Pane
- Moving Pivot Charts to Chart Sheets

Grouping and Outlining

- Understanding Grouping and Outlining
- Creating an Automatic Outline
- Working with an Outline
- Creating a Manual Group
- Grouping by Columns

Solver

- Understanding How Solver Works
- Setting Solver Parameters
- Adding Solver Constraints
- Performing the Solver Operation
- Running Solver Reports
- Refining Solver Answers

Recorded Macros

- Understanding Excel Macros
- Setting Macro Security
- Saving s Document as Macro Enabled
- Recording a Simple Macro
- Running a Recorded Macro
- Relative Cell References
- Running a Macro with Relative References
- Viewing a Macro