



Learning outcomes

Microsoft Excel 2007 Advanced 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..

Target audience

This course is designed for users who are already familiar with basic Excel features and operations and who are now ready to explore more of the advanced analysis and automation tools in Excel.

The course will cover the following topics

Lookup Functions

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

Setting Excel Options

- Understanding Excel Options
- Personalising Excel
- Setting The Default Font
- Setting Formula Options
- Understanding Save Options
- 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 Subtotalling

- 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

PivotTables

- Understanding Pivot Tables
- Creating A PivotTable Shell
- Dropping Fields Into A PivotTable
- Filtering A PivotTable
- Clearing A Report Filter
- Switching PivotTable Labels
- Formatting A PivotTable

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

Goal Seeking

- Goal Seek Components
- Using Goal Seek

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 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

Pro-efficient Professional

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