

Excel 2007 Part 2 (Expert)

- Designed for:** Those who wish to learn this popular spreadsheet program to an advanced level
- Pre-requisites:** Familiarity with the Windows environment and basic keyboarding experience
- Objectives:** To teach the Excel 2007 program to an advanced level and to cover the City & Guilds Spreadsheet Processing Techniques Intermediate exam as well as the Microsoft Certified Application Specialist test (MCAS) and ECDL Advanced (Spreadsheets) exam.

Course Content

- Lesson One – Including: Using AutoFill, carrying out date calculations, adding a worksheet background, showing/hiding gridlines and headings, creating and working with tables, converting text to columns, removing duplicates, consolidating data, hiding/unhiding worksheets, using paste special, creating a custom format
- Lesson Two – Including: Defining, using and managing named ranges, using named ranges in formulas, inserting, modifying and removing hyperlinks, formatting elements of a column chart, using functions: ROUND; SUMIF; SUMIF; IF; IFERROR; AND, using the IF function nested with OR
- Lesson Three – Including: Using conditional formatting, editing a conditional formatting rule, using the Rules Manager, formatting cells meeting a specific condition, applying more than one conditional formatting rule, sorting data using cell attributes, filtering data using cell attributes, using advanced filter options
- Lesson Four – Including: Recording and running macros, editing a macro, running a macro from the Quick Access Toolbar, deleting macros, using data validation, tracing precedent/dependent cells in a worksheet, evaluating formulas, tracing errors.
- Lesson Five – Including: Summarising data using subtotals, using database functions, grouping and ungrouping data, creating a pivot table, refreshing pivot table data, filtering information in a pivot table, formatting pivot table data
- Lesson Six – Including: Inserting headers and footers, copying and pasting data between worksheets, grouping and ungrouping worksheets, creating a new workbook, switching between workbooks, viewing multiple workbooks, hiding and unhiding a workbook, saving as a template, creating a workbook from a template, using existing templates and online resources
- Lesson Seven – Including: Protecting worksheet cells, applying and removing passwords, setting file properties, sharing workbooks, merging workbooks, tracking changes, accepting or rejecting changes, using the Document Inspector, marking a workbook as final, removing a password, adding a digital signature
- Lesson Eight – Including: Using statistical functions: COUNTA, COUNTBLANK, COUNTIF, using text functions: PROPER, UPPER; LOWER, CONCATENATE, using financial functions: PV; NPV; RATE, using nested functions

Benefits

- Learn how to use this popular spreadsheet program
- The flexibility and value of a self-study course designed to enable you to work at your own pace
- A personalised workbook to use as a reference guide on completion of the course
- The opportunity to gain the widely recognised Pitman Training Certificate

Course duration: 18-20 hours

What next: Access 2007