

Exact Business Solutions Pty Ltd

Course Outlines



EBS-350 Advanced Microsoft Excel 2007

A Two-Day Guide

Ref No.DD208

Course Aims	This course aims to enhance your computer productivity by giving you advanced skills in the use of Microsoft Excel 2007. It is designed to introduce you to the techniques and concepts associated with effective worksheet operation, and to get you into the advanced features of Microsoft Excel 2007 as quickly as possible.
Objectives	Upon completing this course you will be able to: <ul style="list-style-type: none">• Use features such as Password Protection and Backups• Work with Circular References• Use more Advanced Functions• Import and Export Data• Use Data Consolidation, Goal Seek and Solver• Link data• Create Scenarios• Record, Edit and Run Macros• Create and use Macro Buttons• Use PivotTable Reports and PivotChart Reports
Number of Pages	152
Audience	The course is aimed at those participants who wish to increase their knowledge of Excel and utilise advanced features.
Prerequisites	A sound knowledge of spreadsheets and familiarity with Excel.
Course Length	In a training environment this course is suitable for two days.
Course Structure	The course contains instructor lead exercises as well as examples completed at the students' own pace. A course disk contains the necessary files to complete the manual.

EBS-350 Advanced Microsoft Excel 2007 (2 days) in Detail

Introduction

Course Aims
Course Objectives

Revision

Security and Protection

Password Protection

Attaching a Password

Modification Password

Saving with a Backup

Cell Protection

Protecting Cells

Circular References

Circular Error Messages
Error Checking

Functions

Function Overview
Functions Revision

Math & Trig Functions

The SUMPRODUCT Function
Rounding Functions

Financial Functions

The PMT Function

Logical Functions

The IF Function
Nested IF Functions
The AND Function
The OR Function
More Functions

Lookup Functions

The VLOOKUP Function
The HLOOKUP Function
Concatenating Functions

Index & Match Functions

Naming Ranges
The MATCH Function
The INDEX Function
Using the Function Library

Goal Seek

Using Goal Seek

Solver

Target Cell & Value
Saving a Scenario

Scenarios

Adding a Scenario
Showing Scenarios

Linking

Worksheet Linking
Workbook Linking

Data Consolidation

Using Statistical Functions

Importing Data

Importing CSV Files
Text Import Wizard

Exporting Data

Choosing a Specific Format
Exporting to Microsoft Word
Pasting Data with a Link
Copying a Graph as a Picture

PivotTable Reports

Rearranging Data
Filtering a Report
Adding Fields
Field Settings
Refreshing Data
Formatting a PivotTable
Expanding and Collapsing Detail

PivotChart Reports

Creating a PivotChart
PivotChart Reports from scratch
Adding Fields to a PivotChart

Macros

Recording a Macro
Editing a Macro
Relative/Absolute Recording
Stepping through a Macro

Macro Buttons

Customising the Quick Access Toolbar
Deleting Macros
Macro Revision Exercise
Macro Security Level

Solver Reports

