

One-on-One Personal Computer Training

Advanced Excel 2007 for Windows

Get Started Here

Microsoft Excel is a sophisticated spreadsheet program with many advanced features designed to increase the user's productivity.

One-on-One Personal Computer Training provides advanced Excel 2007 training that will enable the student to become productive with the product.

Learning Outcomes

This course is designed for people who are already familiar with the basic features of Excel 2007.

At the end of the course, the student will be able to:

- ☞ Apply advanced formatting techniques
- ☞ Take advantage of features such as styles, templates, arrays, outlining and auditing tools
- ☞ Import and export data
- ☞ Customise Excel
- ☞ Create and use lists
- ☞ Record and edit simple macros
- ☞ Use powerful analytical tools
- ☞ Combine data from different worksheets with linking and consolidation
- ☞ Control the presentation of data with Scenario Manager, Report Manager and pivot tables
- ☞ Improve the appearance of worksheets and charts

Structure

The course is organised in a series of lessons, each of which addresses a particular functional area of the product. Basic concepts are introduced first. Later materials build on these basics until the student has a sound grasp of the principles involved.

Each lesson starts with a list of learning outcomes for the lesson. Subject matter in the lesson is interspersed with practical exercises to illustrate the material covered. At the end of each lesson there is a:

- ☞ Summary of the lesson, including a list of the skills learned and important terms
- ☞ Questionnaire to test the student's understanding of the lesson
- ☞ Case study for revision or for fast students.

The manual includes a table of contents, an index, a glossary of important terms, tips and review exercises.

Contents

Level 3

- ☞ Formula Techniques including concatenation
- ☞ Ranges, array formulas and Paste Special
- ☞ Formula Functions including choose, vlookup, index and match
- ☞ Hiding worksheets, rows & columns and zeros
- ☞ Importing and exporting data
- ☞ Introduction to lists
- ☞ Conditional Formatting
- ☞ Number Formatting
- ☞ Sorting and finding records
- ☞ Filtering Data
- ☞ Editing and formatting charts
- ☞ Labels and Names

Level 4

- ☞ Protecting Data and Templates
- ☞ Data Consolidation
- ☞ Linking
- ☞ PivotTables
- ☞ Working With Pivot Tables
- ☞ Pivot Charts
- ☞ Goal Seek
- ☞ Subtotalling
- ☞ Macros with absolute and relative references
- ☞ Summation Macros and Assigning Macros to Objects

Prerequisites

Students should already be familiar with PCs and Windows but should have completed the Introduction to Excel 2007.

Enquiries

Telephone – 1800 66 00 00

Fax - 07 4728 5905

Email - info@NQTraining.com

Web Address - <http://www.NQTraining.com>

