

## Microsoft Excel 2007 Module 2

### General Description

**Microsoft Excel 2007 Module 2** aims to provide skills and knowledge in advanced concepts and techniques including enhanced formatting, charting, and worksheet operation, as well as the use of complex analytical and automation tools.

### Learning Outcomes

At the completion of **Microsoft Excel 2007 Module 2** you should be able to:

- use a range of formula techniques
- use logical and lookup functions
- apply a range of number and conditional formatting techniques to data
- create and work with headers and footers
- filter data in a table
- use a range of techniques to enhance charts
- create and use labels and names in a workbook
- protect data in worksheets and workbooks
- use the Data Consolidation feature to combine data from several workbooks
- use data linking to create more efficient workbooks
- group cells and use outlines to manipulate the worksheet
- understand and create simple PivotTables
- construct and operate PivotTables using some of the more advanced techniques
- use goal seeking to determine the values required to reach a desired result
- use Solver to solve more complex and intricate problems
- summarise data using subtotals and relative range naming
- create recorded macros in Excel
- use the macro recorder to create a variety of macros

### Target Audience

**Microsoft Excel 2007 Module 2** is designed for users who are keen to learn about more of the advanced features and techniques of Excel. It concentrates on improving current knowledge through the use of more advanced and complex techniques and spreadsheet automation.

### Prerequisites

**Microsoft Excel 2007 Module 2** assumes a general understanding of and experience in developing workbooks and worksheets in Excel. It would also be beneficial to have a general understanding of personal computers and the Windows operating system environment.

### Pages & Duration\*

262 pages (approximate duration: 12 - 16 hrs)

### Course Disk

Many of the topics in **Microsoft Excel 2007 Module 2** require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at [www.watsoniapublishing.com](http://www.watsoniapublishing.com). Simply follow the student files link on the home page. You will need the product code for this course which is **INF721**.

### Methodology

The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario.

### Companion Publications

There is a comprehensive **Trainer Resource CD** available for this publication. The CD contains challenge exercises and solutions, a test bank, a full Trainer's Handbook, relevant surveys and questionnaires, lesson plans, and more. Information about the CD and other relevant publications can be found on our web site at [www.watsoniapublishing.com](http://www.watsoniapublishing.com) or by contacting us on (03) 9851 4000 EST.

\* Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Tuesday, March 18, 2008 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.



# Microsoft Excel 2007

## Module 2

### Contents

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#### Formula Techniques

- Scoping A Formula
- Developing A Nested Function
- Creating Nested Functions
- Editing Nested Functions
- Copying Nested Functions
- Using Concatenation
- Switching To Manual Recalculation
- Forcing A Recalculation
- Pasting Values From Formulas
- Pasting Formulas As Pictures

#### Logical Functions

- Understanding Logical Functions
- Using IF To Display Text
- Using IF To Calculate Values
- Nesting IF Functions
- Using IFERROR
- Using TRUE And FALSE
- Using AND
- Using OR
- Using NOT

#### 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

#### Number Formatting Techniques

- Using Alternate Currencies
- Formatting Dates
- Formatting Time
- Creating Custom Formats

#### Conditional Formatting

- Understanding Conditional Formatting
- Formatting Cells Containing Values
- Clearing Conditional Formatting
- More Cell Formatting Options
- Top Ten Items
- More Top And Bottom Formatting Options
- Working With Data Bars
- Working With Colour Scales
- Working With Icon Sets

#### Worksheet Techniques

- Inserting And Deleting Worksheets
- Copying A Worksheet
- Renaming A Worksheet
- Moving A Worksheet
- Hiding A Worksheet
- Unhiding A Worksheet
- Copying A Worksheet To Another Workbook
- Moving A Worksheet To Another Workbook
- Changing Worksheet Tab Colours
- Grouping Worksheets
- Hiding Rows And Columns
- Unhiding Rows And Columns
- Freezing Rows And Columns
- Splitting Windows

#### Headers And Footers

- Understanding Headers And Footers
- Adding A Quick Header
- Adding A Quick Footer
- Switching Between Headers And Footers
- Typing Text Into Headers And Footers
- Modifying Headers And Footers
- Adding Page Numbering
- Adding Date Information
- Adding Workbook Information
- Adding A Picture
- Formatting Headers And Footers
- Dragging Margins For Headers And Footers
- Creating A Different First Page
- Different Odd And Even Pages

#### Filtering Data

- Understanding Filtering
- Applying And Using A Filter
- Clearing A Filter
- Creating Compound Filters
- Multiple Value Filters
- Creating Custom Filters
- Using Wildcards

#### Charting Techniques

- Understanding Chart Layout Elements
- Adding A Chart Title
- Adding Axes Titles
- Positioning The Legend
- Showing Data Labels
- Showing A Data Table
- Modifying The Axes
- Showing Gridlines
- Formatting The Plot Area
- Showing The Plot Area
- Adding A Trendline
- Adding Error Bars

- Adding A Text Box To A Chart
- Drawing Shapes In A Chart

#### 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

#### 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

#### 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

Your supplier is:

**Product Information**

### **Data Consolidation**

- Understanding Data Consolidation
- Consolidating With Identical Layouts
- Creating An Outlined Consolidation
- Consolidating With Different Layouts

### **Data Linking**

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

### **Grouping And Outlining**

- Understanding Grouping And Outlining
- Creating An Automatic Outline
- Working With An Outline
- Creating A Manual Group
- Grouping By Columns

### **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

### **Solver**

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

### **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

### **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

### **Concluding Remarks**

Your supplier is:

**Product Information**

## Trainer Resource CD Microsoft Excel 2007 - Module 2

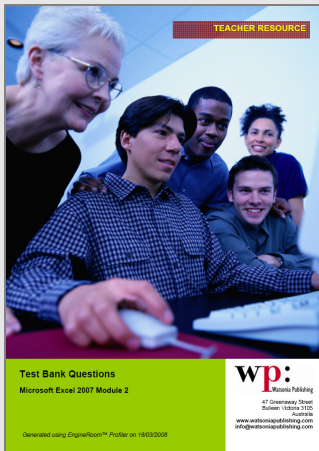
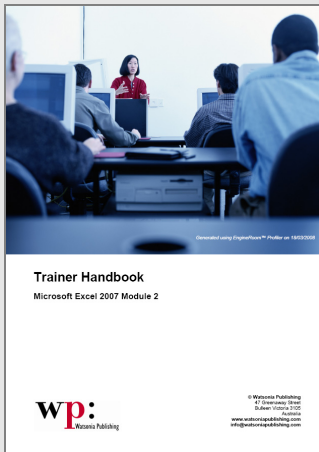
### General Description

A **Trainer Resource CD** is available for *Microsoft Excel 2007 – Module 2*. The CD and the resources it contains are specifically designed to assist teachers and trainers in the design and implementation of highly effective training programs for their students based on the publication *Microsoft Excel 2007 – Module 2*

### Contents

The **Trainer Resource CD** for *Microsoft Excel 2007 Module 2* contains:

- A comprehensive *Trainer Handbook*  
The *Trainer Handbook* provides helpful hints and tips for delivery of the training program organised on a chapter by chapter basis. It lists chapter outcomes, topics, and student files together with a nominal duration.
- End-of-chapter *Challenge Exercises*  
End-of-chapter *Challenge Exercises* are designed to test the learner's knowledge, skills, and understanding in a friendly, non-threatening manner. In addition to the exercises the CD also contains finished samples of each file to be completed by students and a solutions file which details what the learner should have done to complete the exercise correctly. These are great tools for trainers wishing to conduct more formal assessments of their students.
- True/False, Multiple Choice, Written Response *Test Bank*  
The *Test Bank* contains over 580 test questions which can be used by trainers to construct test papers for administration to students. The test banks include both questions for the students, and answers for the trainers.
- *Surveys and Questionnaires*  
A range of surveys and questionnaires can be found on the CD for both students and trainers to complete. These include a *Current Competency Form*, *Pre-Course Questionnaire (Student and Trainer)*, *Post-Course Skills Checklist (Student and Trainer)* and a *Training Needs Analysis (Student and Trainer)*. All surveys are in Microsoft Word format for easy adaptation if required.
- *Lesson Plans*  
Two different *lesson plans* together with teaching notes are included on the CD. One lesson plan is designed for a 2-day program, while the second is designed for a 6-session evening training program. All plans are in Microsoft Word format for easy adaptation if required.
- *Synopsis Booklet and Course Outline*  
Detailed course outlines and a *Synopsis Booklet* which details content covered and outcomes on a chapter bases for prospective students are provided again for easy adaptation and customisation in Microsoft Word format.
- *Student Files*  
All of the files required by the student to undertake the course are included on the CD to facilitate easy transfer to networks or onto student disks. Having the files on CD saves you the hassle of downloading the files especially in areas where bandwidth is low to moderate.



### Ordering

For more information on ordering the *Trainer Resource CD* please contact one of our customer service representatives on (03) 9851 4000 or email us on [info@watsoniapublishing.com](mailto:info@watsoniapublishing.com).

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## Publication Overview and Options

### Microsoft Excel 2007 - Module 2

<b>The Excel 2007 Range</b>	<p>Microsoft Excel 2007 – Module 2 is part of a series of publications designed to assist in the development of a coherent and comprehensive learning program for Microsoft Excel 2007. Each publication in the series aims to grow the learner’s skill and knowledge and to take these to the next level. Microsoft Excel 2007 (<i>Modules series</i>) is available in 2 publications as follows:</p> <p><b>Module 1</b>    <i>Core level</i> – takes the complete novice user to the point where they can comfortably create, edit, and print workbooks. The emphasis here is on correctly entering data into worksheets and building effective formulas. INF720/770</p> <p><b>Module 2</b>    <i>Techniques &amp; Features level</i> – builds on the core skills attained in Module 1, and takes the learner on a voyage of discovery into the more advanced features of Microsoft Excel 2007 especially those pertaining to data and numeric analyses and automation of operations. INF721/771</p>
<b>Challenge Exercise Editions</b>	<p>Microsoft Excel 2007 (<i>Modules series</i>) publications are available with or without <i>Challenge Exercises</i>. <i>Challenge Exercises</i> are additional end-of-chapter practice exercises designed to test the learner’s understanding and skills in the subject matter covered in the chapter.</p> <p>The <i>Challenge Exercises</i> with complete solutions and samples are also available on the <i>Trainer Resource CD</i>.</p>
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<b>Customisation*</b>	<p>Microsoft Excel 2007 (<i>Modules series</i>) publications have been created using our own in-house courseware generation system, <i>EngineRoom™</i>. This system allows us to create standard publications and to also produce custom courseware for customer special needs and requirements.</p> <p>Whether it is simply the use of your covers, a change to a footer, or a total revamp of the content, contact us for full details of how this can be done. It’s all just too easy with <i>EngineRoom™</i> and costs are amongst the most competitive in the market. Customisation can help your organisation stand out from the pack.</p>
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