

Microsoft Excel 2007 Level 3

General Description

Microsoft Excel 2007 Level 3 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.

Learning Outcomes

At the completion of **Microsoft Excel 2007 Level 3** you should be able to:

- use a range of lookup and reference functions
- modify Excel options
- create and use labels and names in a workbook
- protect data in worksheets and workbooks
- summarise data using subtotals and relative range naming
- use data linking to create more efficient workbooks
- use the Data Consolidation feature to combine data from several workbooks into one
- 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
- group cells and use outlines to manipulate the worksheet
- use Solver to solve more complex and intricate problems
- create recorded macros in Excel
- use the macro recorder to create a variety of macros

Target Audience

Microsoft Excel 2007 Level 3 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.

Prerequisites

Microsoft Excel 2007 Level 3 assumes a good general understanding software and experience in the construction and modification of workbooks. The student should be able to copy within Excel, create charts, and create basic formulas. It would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

Pages & Duration*

168 pages (approximate duration: 6 - 8 hrs)

Course Disk

Many of the topics in **Microsoft Excel 2007 Level 3** 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. Simply follow the student files link on the home page. You will need the product code for this course which is **INF724**.

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 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.



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Level 3

Contents

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
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Setting Excel Options

- Understanding Excel Options
- Personalising Excel
- Setting The Default Font
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- Setting Save Options
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- Understanding Labels And Names
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- Working With A Protected Worksheet
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- Using A Subtotalled Worksheet
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- Copying Subtotals
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- Installing The Conditional Sum Wizard
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- Creating Relative Names For Subtotals
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Data Linking

- Understanding Data Linking
- Linking Between Worksheets
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Data Consolidation

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

- Understanding Pivot Tables
- Creating A PivotTable Shell
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- Counting In A PivotTable
- Formatting PivotTable Values
- Working With PivotTable Grand Totals
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- Grouping In PivotTables
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- PivotTable Options
- Sorting In A PivotTable

PivotCharts

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- 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
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Solver

- Understanding How Solver Works
- Setting Solver Parameters
- Adding Solver Constraints
- Performing The Solver Operation
- Running Solver Reports
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Recorded Macros

- Understanding Excel Macros
- Setting Macro Security
- Saving A Document As Macro Enabled
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- Running A Recorded Macro
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- Running A Macro With Relative References
- Viewing A Macro
- Editing A Macro
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Recorder Workshop

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- 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