

Microsoft Excel 2007 Module 2 (with Challenge Exercises)

General Description	The skills and knowledge acquired in Microsoft Excel 2007 Module 2 (with Challenge Exercises) are sufficient to be able to use the more advanced complex techniques and tools.
Learning Outcomes	<p>At the completion of Microsoft Excel 2007 Module 2 (with Challenge Exercises) you should be able to:</p> <ul style="list-style-type: none"> • use a range of formula techniques • apply a range of number formatting techniques to data • use a range of logical functions • use a range of lookup and reference functions • use a range of techniques to work with worksheets • create and work with headers and footers • use a range of techniques to enhance charts • modify Excel options • 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 into one • use data linking to create more efficient workbooks • 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 • summarise data using subtotals and relative range naming • 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 Module 2 (with Challenge Exercises) is designed for users who are keen to extend their understanding and knowledge of Microsoft Excel.
Prerequisites	Microsoft Excel 2007 Module 2 (with Challenge Exercises) assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.
Pages	278 pages
Approx* Duration	46.3 hrs
Course Disk	Many of the topics in Microsoft Excel 2007 Module 2 (with Challenge Exercises) 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 INF776.
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 are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at www.watsoniapublishing.com .

* 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 Thursday, May 28, 2009 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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Product Information

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Your supplier is:

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Concluding Remarks

Your supplier is:

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