

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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Contents

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
- Practice Exercise

Number Formatting Techniques

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

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
- Practice Exercise

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
- Practice Exercise

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
- Practice Exercise

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
- Practice Exercise

Filtering Data

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

- Practice Exercise

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
- Adding A Trendline
- Adding Error Bars
- Adding A Text Box To A Chart
- Drawing Shapes In A Chart
- Practice Exercise

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
- Practice Exercise

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
- Practice Exercise

Your supplier is:

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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
- Practice Exercise

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
- Practice Exercise

Data Consolidation

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

Data Linking

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

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
- Practice Exercise

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
- Practice Exercise

PivotCharts

- Creating A PivotChart Shell
- Dragging Fields For The PivotChart
- Changing The PivotChart Type
- Using The PivotChart Filter Pane
- Moving PivotCharts To Chart Sheets
- Practice Exercise

Goal Seeking

- Goal Seek Components
- Using Goal Seek
- Practice Exercise

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
- Practice Exercise

Solver

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

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
- Practice Exercise

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
- Practice Exercise

Concluding Remarks

Your supplier is:

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