

Microsoft Excel 2007 Level 3 (with Challenge Exercises)

General Description	The skills and knowledge acquired in Microsoft Excel 2007 Level 3 (with Challenge Exercises) are sufficient to be perform more advanced features including analysis tools, pivot tables, solver, outlining, macros and much more.
Learning Outcomes	At the completion of Microsoft Excel 2007 Level 3 (with Challenge Exercises) you should be able to: <ul style="list-style-type: none">• 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 (with Challenge Exercises) 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 (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	190 pages
Approx* Duration	31.7 hrs
Course Disk	Many of the topics in Microsoft Excel 2007 Level 3 (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 INF779.
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 Wednesday, May 28, 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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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
- Using OFFSET
- 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

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

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

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

Data Linking

- Understanding Data Linking
- Linking Between Worksheets

- Linking Between Workbooks
- Updating Links Between Workbooks
- Practice Exercise

Data Consolidation

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

Your supplier is:

Product Information



Moving PivotCharts To Chart
Sheets

Practice Exercise

Goal Seeking

Goal Seek Components

Using Goal Seek

Practice Exercise

Grouping And Outlining

Understanding Grouping And
Outlining

Creating An Automatic Outline

Working With An Outline

Creating A Manual Group

Grouping By Columns

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

Your supplier is:

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