

Microsoft Excel 2007 - Advanced



Delegates completing this course will be able to use the full functionality of this powerful programme and its many features. This is of particular relevance to anyone working with complex or interlinked calculations that must be capable of comparing the outcome of changes in a number of variables within a given scenario.

The many time saving shortcuts and in-depth understanding of the huge array of functions available will enable the delegate to undertake quite complex calculations.

This course can be tailored to your specific needs.

Duration: 1 day

The course covers the following: -

Pivot Tables

- ▶ Create A Pivot Table
- ▶ Use The Page Field In A Pivot Table
- ▶ Filter Row And Column Values
- ▶ Format A Pivot Table
- ▶ Pivot Table Summary And Display Options
- ▶ Show Data As Percentages In Pivot Tables
- ▶ Create Calculated Fields
- ▶ Create Calculated Items
- ▶ Create A Pivot Chart

Scenarios

- ▶ Create Scenarios
- ▶ Use Names In Scenarios
- ▶ Display Scenarios
- ▶ Create A Scenario Summary Report
- ▶ Merge Scenarios

Goal Seek

- ▶ Use Goal Seek

Labels And Names

- ▶ Overview Of Labels And Names
- ▶ Create Labels
- ▶ Create Names
- ▶ Use Names In Formulas
- ▶ Deleting Names

Lookup Functions

- ▶ VLOOKUP Function
- ▶ HLOOKUP Function
- ▶ INDEX Function

Logical Functions

- ▶ Using The IF Function
- ▶ Nesting An IF Function
- ▶ Using The AND Function
- ▶ Using The OR Function
- ▶ Using The NOT Function

Statistical Functions

- ▶ Basic Statistical Functions
- ▶ Using MODE & MEDIAN
- ▶ Conditional Counting
- ▶ Conditional Sum Wizard

Date And Time Functions

- ▶ Using The NOW And TODAY Function
- ▶ The HOUR And MINUTE Functions
- ▶ Calculating A Future Date
- ▶ Calculating An Age
- ▶ Using The DATE Function



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