

Microsoft Excel 2007 Level 2 A One Day Training Course

Course Aims

This one-day training course aims to give users of Excel 2007 knowledge of commands and functions that will allow them to manipulate more complex data and design more complex solutions.

Course Outline

Review of Formulae

- Simple formulae and the SUM Function

Absolute cell reference (\$) in Formulae

- More complex formulae using absolute references when copying

Excel Tables

- Sorting, filtering and summarising in tables
- Removing duplicates

Working with Multiple Worksheets

- Naming Sheets
- Selecting Multiple Worksheets
- Building Calculations across Worksheets
- Navigating Workbooks with Many Worksheets
- Viewing Worksheets and Workbooks

Charts/Graphs

- Create and modify charts that are based on data contained in your worksheets

Using Named Ranges

- Defining Names
- Editing or Redefining Names
- Using Names in Formulae

Worksheet Functions

- AVERAGE, MAX, COUNT, COUNTA, etc)
- Entering a Function using the Function Button
- The Function Wizard
- String/Text Functions (LEFT, UPPER, SEARCH and more)
- Logical Functions (IF, OR)
- Lookup Functions (VLOOKUP)

Performing Date calculations

- Understanding dates
- Essential Date Functions

Advanced Formatting and Editing

- Conditional Formatting
- Hiding Columns, Rows and Worksheets
- Copy + Paste Special
- Transposing data
- Protecting Worksheets
- Text to columns

Linking Files

- Links to other Excel Workbooks

Pivot Tables

- Pivot Table overview
- Inserting a Pivot table
- Modifying a Pivot table

Sub Totals

- Generating Subtotals
- Modifying Subtotal Options

Data Consolidation

Converting and Importing Data

- Text to columns
- Importing Text files

Useful Keyboard Commands

Target Audience

Frequent users of Excel 2007 who wish to explore more sophisticated features of this package.

Assumed Knowledge

Competent use of Excel's basic features as detailed in the Level 1 course outline, in particular the ability to create simple formulas (addition, subtraction, multiplication and division) and use of the SUM function.