

Delivery Method: Instructor-led Classroom Learning

Duration: 2.00 Day(s), or customised 1 Day

Pre-requisite(s)

Excel 2003/2007 – Beginners } or equivalent experience
 Excel 2003/2007 – Intermediate }

Overview:

Students will learn various advanced techniques for analysing and manipulating data in Excel 2003/2007.

Outline:

Managing Workbook	Grouping Comparing multiple areas, sheets and files Hiding and Protecting Worksheet Areas Protecting Workbooks Custom Views
Date and Time Formulae	Calculating Dates and Times
Consolidating Data	Producing Consolidation Sheets
Analysing Data	Worksheet formulae Subtotal Reports Dynamic Lists Conditional Formatting
Text Functions	Changing Text Case Joining Text Entries Comparing Text Extracting Characters
Pivot Tables	Consolidating Pivot data Pivot Table Components Working with Fields Calculated Fields and Items Pivot Table Options
Pivot Charts	Working with Chart Elements Changing Chart Types Formatting Pivot Charts
What If Projections	Data Tables Scenarios Goal Seek Excel Solver
Array Formulae	Incorporating arrays
Lookup Functions	Using Lookups Lookup Wizard
Logical Functions	If, And, Or Combining (Nesting) Functions Using the Formula Palette

Data Validation	Form Buttons Option and Check Boxes Spinner Buttons and Scroll Bars
Macros	Creating Macros Assigning Macros to Buttons and Toolbars Controlling Start up Settings Message Box Settings Viewing Visual Basic Code
User Forms	Creating User Forms
Auditing Workbooks	Using the Auditing Toolbar
Custom Charts	Creating custom charts
Using Drawing Features	Flowcharts Connectors AutoShapes
Work with Excel in other Applications	Linking and Embedding Data in Word and PowerPoint
Add Ins	Investigating Add-In features
Customising the Work Area	Working with Built-in Toolbars Using Custom Toolbars Creating and Using Styles Using Templates

Next Steps:

Please contact us to discuss bespoke course content.

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