CDU Short Courses

Microsoft Excel 2007 - Advanced

A 1 day course delivered by Charles Darwin University.

COURSE INFORMATION

Microsoft Excel, the world's most popular PC spreadsheet software, provides many useful tools for organising, analysing, and transforming data. Microsoft Excel 2007 Advanced focuses on the more complex features of Excel 2007.

This course is designed for Microsoft Excel 2007 Advanced 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. This course assumes a good general understanding of software and experience in the construction and modification of workbooks. The student should be able to copy within Excel, create charts, and create basic formulas. It would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

LEARNING OUTCOMES

Participants who complete this course should be able to:

- advanced analysis tools
- pivot table
- Solver
- outlining and summarising
- Macros

COURSE CONTENT

This course covers the following areas:

- 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

FOR MORE INFORMATION CONTACT

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