Microsoft Excel 2007 - Advanced

A 2 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. This course covers aspects of Microsoft Excel beyond building basic workbooks, and includes areas such as sorting and filtering, advanced formulas and functions, linking, and automating workbook operations using macros.

This course is designed for current Microsoft Excel users who can build basic workbooks. It is assumed that the user will know how to create and save a workbook, enter simple formulas, and perform simple formatting of the data. It is aimed at the intermediate level. Participants should be reasonably familiar with PC’s, the Windows operating system, and should have used a basic spreadsheet at some point. The course is not aimed at early beginners.

LEARNING OUTCOMES
Participants who complete this course should be able to:
• Course participants will learn how data stored in spreadsheets may be better analysed and presented.

COURSE CONTENT
This course covers the following areas:
• use a range of formula techniques
• use logical and lookup functions
• apply a range of number and conditional formatting techniques to data
• create and work with headers and footers
• filter data in a table
• use a range of techniques to enhance charts
• create and use labels and names in a workbook
• protect data in worksheets and workbooks
• use the Data Consolidation feature to combine data from several workbooks
• use data linking to create more efficient workbooks
• group cells and use outlines to manipulate the worksheet
• 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
• use Solver to solve more complex and intricate problems
• summarise data using subtotals and relative range naming
• create recorded macros in Excel
• use the macro recorder to create a variety of macros

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