



ADVANCED EXCEL 2007

COURSE DURATION: 1 Day

A collection of really useful topics to greatly expand your Excel horizon

PRE-REQUISITES

A good working knowledge of Excel

COURSE OUTLINE

Advanced functions

Math and statistical functions
Financial functions
Displaying and printing formulas

Analytical options

Exploring the Analytical tool
Using Goal Seek and Scenario create projections
Using Scenarios Manager to display forecasts
Installing Add-Ins
Using Solver to explore complex projections

Creating data tables

Creating a one variable table
Add a formula to a one-variable data table
Creating a two variable table
Speeding up calculations in data tables

Validating data

Setting validation rules
Preparing data entry messages
Validating cell entries
Exploring database functions

Pivot Tables and Pivot Charts

Creating a Pivot Table
Rearranging Pivot Tables
Formatting PivotTables
Performing calculations within a Pivot Table
Creating and formatting Pivot Charts

Macros and custom functions

Displaying the Developer ribbon
Recording a macro
Running a macro
Minor editing of VBA code

Exchanging data with other applications

Copying, importing and exporting data between Excel and Access
Copying, importing and exporting data between Excel and Word

Creating an on-line table

Saving an excel table to the Web
Adding interactivity

CREATIVITY AND EFFICIENCY

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