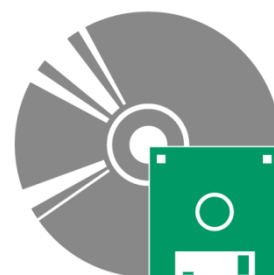


Microsoft Office

Excel 2007 1-Day Advanced Course

Please find below topics that can be included in our Microsoft Excel 2007 Advanced Training Course. On request, we will tailor client specific advanced courses to meet your requirements, please contact us for further details.



ashbee
COMPUTER
SERVICES

COURSE OUTLINE

Lookup and Reference Functions

MATCH, INDEX, Combine VLOOKUP and MATCH, Combine INDEX AND MATCH

Financial Functions

PMT, IPMT, FV, PV, NPV
Combine PV and NPV

Text Functions

LEFT, RIGHT, MID, FIND, LEN, VALUE, CONCATENATE, TEXT, TRIM
Text Joins
Combining Text Functions

Information Functions

Displaying Errors
Error trapping combining IF, Error and VLOOKUP functions

Advanced Database Features

Advanced Filter
Nested Subtotals
Further Features of Pivot Tables

Data Validation

Overview and Restrictions of Use
Validation Criteria
Input and Error Alerts
Find Validated Cells
Extend Validation Settings
Remove Validation Settings

Worksheet Protection

Locking and Hiding Cells
Protecting a Worksheet
Removing Protection

Data Analysis Tools

Goal Seek
Scenarios

Customising Excel

Custom Views
Custom Formats
Conditional Formatting

Templates

Create and delete custom templates
Create a custom template directory
Open a workbook based on a template

Styles

Create custom styles
Modify existing styles
Merge styles
Create a template with custom styles

Who Should Attend

Experienced users of Microsoft Excel who have completed our intermediate course, or who have a good understanding of the product and wish to take their knowledge to an advanced level. It is recommended that users who wish to increase their knowledge of creating macros in VBA should complete our Introduction to Excel VBA course