

AVP Training

Computer Software Training & Consulting

Excel 2007 Advanced (Level 3)

General Description

Enhance existing workbooks with lookup functions, set Excel options, apply password protection, perform advanced data analysis, create flexible and powerful summary reports and automate Excel operations

Learning Outcomes

- Produce lookup functions such as VLOOKUP and INDEX
- Set Excel options
- Apply advanced chart formats
- Create labels and range names
- Password protect worksheets and workbooks
- Use Subtotals to summarise data
- Produce linking formulas to reference data between worksheets and/or workbooks
- Consolidate data stored in separate worksheets or workbooks using Data Consolidation
- Generate and modify reports using PivotTables and PivotCharts
- Use Goal Seek and Solver to determine the inputs required to achieve a desired outcome
- Group and outline data to produce condensed reports
- Create recorded macros to automate Excel procedures
- Use the macro recorder to create a variety of macros

Duration

One day (Half day customised (selected topics) option available)

Prerequisite

Intermediate understanding of Excel

Course Topics Excel 2007 Advanced (Level 3)	Lookup functions
	Excel options
	Advanced chart formats
	Labels and range names
	Protecting data
	Subtotalling data
	Linking formulae
	Consolidating data
	PivotTables and PivotCharts
	Goal Seek and Solver
	Grouping and outlining data
	Recording macros
	Macro recording workshop

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