

Course EXC0703: Microsoft Excel 2007 – Advanced Level

One Day, Instructor Led

Prerequisites

- Excel 2007 - Basic

Course Details

Unit 1: Advanced Functions

- Logical Functions
- Statistical Functions
- Displaying Formulas
- Practice Exercises
- Case Study

Unit 2: Data Lookup Functions

- Using VLOOKUP Function
- Using HLOOKUP Function
- Practice Exercises
- Case Study

Unit 3: Data Validation

- Creating Validation Rules
- Customizing Error Messages
- Practice Exercises
- Case Study

Unit 4: Report Generation

- Working with PivotTables
- Working with PivotCharts
- Practice Exercises
- Case Study

Unit 5: Exporting and Importing

- Working with HTML Format
- Working with PDF Format
- Working with TXT Format
- Practice Exercises
- Case Study

Unit 6: Analytical Tools

- Using Goal Seek and Solver
- Creating Scenarios
- Practice Exercises
- Case Study

Unit 7: Basic Macros

- Creating and Running Basic Macros
- Setting Macro Availability and Security
- Practice Exercises
- Case Study

Unit 8: Conditional Formatting and SmartArt

- New Conditional Formatting
- SmartArt Graphics
- Practice Exercises
- Case Study

Course Inclusions:

- Microsoft Official Curriculum (MOC) and/or Wizards Learning Courseware (WLC)
- Microsoft Certified Trainer (MCT)
- Lunch, AM and PM Snacks
- Certificate of Achievement
- Course Note