

EXCEL LEVEL 4

Using Advanced Functions

Synopsis:

This module addresses the use of data series and advanced functions including the LOOKUP functions and nested and multiple criteria IF functions. It also covers PivotTables, scenarios, goal seeking, data tables, and the consolidation of worksheets. Finally, it looks at problems solving and how to work with views.

Prerequisites:

An understanding of Windows, Excel Introduction, Excel Intermediate

Objectives:

- Work with data series
- Use advanced functions
- Create/revise PivotTables
- Use scenarios and goal seeking
- Use data tables
- Consolidate worksheets
- Solve problems
- Work with views

This module includes:

Working with Data Series

- Using the Series Command
- Creating a Linear Series
- Creating a Date Series
- Using a Stop Value
- Creating a Growth Trend Series

Using Advanced Functions

- Using Lookup Functions
- Using the VLOOKUP Function
- Using the HLOOKUP Function
- Using the IF Function
- Using Nested IF Functions
- Using the ISERROR Function
- Using an AND Condition with IF
- Using an OR Condition with IF
- Using the ROUND Function
- Limiting the Precision of Numbers

Creating/Revising PivotTables

- Creating a PivotTable Report
- Adding PivotTable Report Fields
- Selecting a Report Filter Item
- Refreshing a PivotTable Report
- Changing the Summary Function
- Adding New Fields to a PivotTable Report
- Moving PivotTable Report Fields
- Using Expand and Collapse Indicators
- Hiding/Unhiding PivotTable Report Items
- Deleting PivotTable Report Fields
- Creating Report Filter Pages
- Formatting a PivotTable Report
- Creating a PivotChart Report
- Publishing PivotTable Reports to the Web

Using Scenarios and Goal Seeking

- Using the Scenario Manager
- Creating a Scenario
- Displaying a Scenario
- Editing a Scenario
- Creating a Scenario Summary Report
- Using Goal Seek

EXCEL LEVEL 4

Using Advanced Functions

Using Data Tables

- Working with Data Tables
- Placing Formulas in Data Tables
- Creating a One-Variable Table
- Creating a Two-Variable Table

Consolidating Worksheets

- Using Consolidated Worksheets
- Consolidating by Category
- Consolidating by Position

Solving Problems

- Using Solver
- Saving a Solution as a Scenario
- Restoring the Original Values
- Changing a Constraint
- Creating a Solver Report
- Viewing Solutions using Scenarios

Working with Views

- Using Views
 - Creating a Normal View
 - Creating a Custom View
 - Displaying a View
 - Deleting a Custom View
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Auditing Tools, Macros and Toolbars

Synopsis:

This module looks at the use of auditing tools, and how to use and manage macros.

Prerequisites:

An understanding of Windows, Excel Introduction, Excel Intermediate

Objectives:

- Use auditing tools
- Use macros
- Record macros
- Edit macros
- Create macro buttons

This module includes:

Using Auditing Tools

- Showing Formulas
- Displaying/Removing Dependent Arrows
- Displaying/Removing Precedent Arrows
- Using the Trace Error Button
- Tracing Cells Causing Errors
- Using the Evaluate Formula Button
- Using the Error Checking Button
- Using the Watch Window

Using Macros

- Defining Macros
- Changing Macro Security Settings
- Adding a Folder as a Trusted Location
- Opening a Workbook Containing Macros
- Running a Macro
- Using a Shortcut Key
- Displaying the Developer Tab
- Opening the Visual Basic Editor Window
- Using the Visual Basic Editor Window

Recording Macros

- Recording a Macro
- Assigning a Shortcut Key
- Using Relative References
- Deleting a Macro

Editing Macros

- Writing a New Macro
- Entering Macro Comments
- Copying Macro Commands
- Editing Macro Commands
- Typing Macro Commands
- Running a Macro from the Code Window

Creating Macro Buttons

- Using a Macro Button
 - Creating a Macro Button
 - Copying a Macro Button
 - Formatting a Macro Button
 - Moving/Sizing a Macro Button
 - Deleting a Macro Button
 - Adding a Macro to a Quick Access Toolbar
 - Changing a QAT Macro Button Image
 - Deleting a Macro Button from the QAT
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