

Microsoft Excel 2007 - Advanced

General Description

Extract data with lookup functions, set default Excel options, apply password protection, create PivotTables and record macros.

Learning Outcomes

- Use various lookup and reference functions including VLOOKUP, INDEX and MATCH
- Personalise Excel by setting the default file location and customising advanced options
- Format chart objects using shape styles, shape effects and themes
- Define names for ranges, use names in formulas and manage names with the Name Manager
- Protect data in worksheets and workbooks with optional password security
- Create subtotals for a list of records and use the Conditional Sum Wizard
- Link data between worksheets and workbooks using linking formulas
- Use data consolidation to create summary calculations based on data stored in multiple worksheets
- Create a filtered and formatted PivotTable report summarising a list of records
- Enhance PivotTables with compound fields, grouping, calculated fields and running totals
- Create a PivotChart shell, add fields to the PivotChart and use the PivotChart Filter Pane
- Perform what-if analysis using the Goal Seek tool
- Create automatic and manual outlines to provide summary views of worksheets
- Perform Solver operations and generate Solver reports
- Create and manage recorded macros with absolute and relative references
- Produce a collection of recorded macros and assign macros to objects

Duration

One Day

Prerequisite

Intermediate understanding of Microsoft Excel

Topics

Lookup Functions
Setting Excel Options
Chart Object Formatting
Labels and Names
Protecting Data
Summarising and Subtotalling
Data Linking
Data Consolidation
PivotTables
PivotTable Techniques
Pivot Charts
Goal Seeking
Grouping and Outlining
Solver
Recorded Macros
Recorder Workshop