

# Excel 2007 - Advanced

## Bookings 020 7837 2690

www.premierit.com

<b>Course Duration:</b> 1 day	<b>Course Hours:</b> 10am – 5pm
<b>Pre-requisites:</b> The delegate should have attended the Intermediate course, or have gained similar knowledge in the workplace. Specifically, the delegate should be able to: Create and save workbooks; Create, modify and format worksheets; Insert, edit and format data; Enter formulae and use functions; Use basic list management techniques such as sorting and filtering; Create, modify and format charts	
<b>Objectives:</b> At the end of the course, the delegate will be able to: Import data to and export data from Excel • Use advanced data management techniques • Summarize, analyze and present data using PivotTables and PivotCharts • Improve workbook efficiency using auditing tools • Protect and share workbooks • Analyze data using Goal Seek and Scenarios • Automate simple processes with macros	

<b>Data Importing and Exporting</b> Importing Data • Using Paste Special
<b>Data Management</b> Using an Advanced Filter • Creating and using Outlines • Using Subtotals
<b>PivotTables and PivotChart Reports</b> Creating a PivotTable • Modifying a PivotTable • Creating a PivotChart • Modifying a PivotChart
<b>Data Auditing</b> Viewing Data Dependency • Error Checking • Using Data Validation
<b>Collaboration Features</b> Applying Protection • Sharing a Workbook • Inserting Comments • Tracking Changes
<b>Data Analysis</b> Using Goal Seek • Creating and using Scenarios
<b>Using Macros</b> Understanding Macro Security • Recording, Running and Editing a Macro • Assigning to a Toolbar

*Course Structure: Each course is divided into a series of units, supported by relevant practical exercises. You may join a public course, or book your own dedicated company room. You can also tailor the content to your specific needs; accelerating the course or running a workshop.*

*Help Facility: Provided by our tutors, this facility includes course content only, for a limited period.*

*Manuals: A comprehensive course manual provides support throughout the course, and is a useful reference for your newly acquired skills upon your return to the office.*

Internal Use Only: crscode EXCA07

