

ADVANCED MICROSOFT EXCEL 2007

Duration: 1 Day

Venue: Cardiff

Book Today Become a Microsoft Excel Expert

Overview

This course is designed for anyone looking to develop their knowledge of Excel 2007 to an advanced level. The course aims to give the learner practical knowledge of how to use Microsoft Excel 2007. The course is full of practical examples of how to use the application within a commercial environment. This course can be used as underpinning knowledge if you are working toward the ECDL Advanced qualification.

Who should attend

Anyone who is upgrading from Microsoft Excel 2003 to Microsoft Excel 2007 or needs to build upon their current knowledge of Microsoft Excel. This course is for the advanced user.

What's Next

- Advanced PowerPoint 2007
- Advanced Word 2007
- Advanced Access 2007

Content

Functions

- Date & Time Functions: Today, Day, Month, Year
- Mathematical Functions: SUMIF & ROUND
- Text Functions: PROPER, UPPER, LOWER, CONCATENATE
- Financial Functions: FV, NPV, PMT, PV, RATE
- Lookup Functions: HLOOKUP, VLOOKUP
- Logical Functions: IF, AND, OR, IS ERROR
- Database Functions: DSUM, DMIN, DMAX, DCOUNT

Using One-Input or Two-Input Data

Tables / What-If Tables

Pivot Tables

- Creating a Pivot Table
- Grouping and Modifying Data in a Pivot Table

Scenarios

- Scenario Manager

Auditing

Macros

Book Now

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