

EXCEL 2007 ADVANCED

SECTION 1 – ADVANCED WORKSHEET SETUP

- WORKING WITH NAMED RANGES
 - NAMING A RANGE
 - SELECTING A NAMED RANGE
 - EDITING THE NAME DEFINITIONS
 - USING NAMED RANGES IN A FORMULA
- VALIDATING ENTRIES IN A CELL
- DOCUMENTING YOUR WORKBOOK WITH COMMENTS
 - ADDING AND EDITING COMMENTS
 - DISPLAYING AND PRINTING COMMENTS
- FLAGGING ENTRIES WITH CONDITIONAL FORMATTING
 - FIND CELLS THAT HAVE CONDITIONAL FORMATS
 - CHANGE, ADD OR REMOVE CONDITIONAL FORMATS

SECTION 2 – ADVANCED CALCULATION TECHNIQUES

- FUNCTION OVERVIEW
- PLACING FUNCTIONS ON THE WORKSHEET
- UTILIZING MORE ADVANCED FUNCTIONS
 - PMT
 - ROUND
 - VLOOKUP
 - COUNTIF
 - IF
 - NESTED FUNCTIONS
 - THE AND/OR CLAUSES
 - TEXT MANIPULATION FUNCTIONS

SECTION 3 – TROUBLESHOOTING FORMULAS

- USING FORMULA AUDITING TOOLS
 - TRACING PRECEDENTS AND DEPENDENTS
 - EVALUATING FORMULAS AND MONITORING CELL VALUES

SECTION 4 – WORKING WITH PIVOTTABLES

- PIVOT TABLES
 - REARRANGING FIELDS
 - THE REPORT FILTER

Course Outline

- *GROUPING COLUMN OR ROW HEADINGS*
- *CHANGING THE DISPLAY OF DATA*
- *SHOWING DETAIL*
- *SHOW REPORT FILTER PAGES*
- *REFRESHING THE PIVOTTABLE*
- PIVOTTABLE OPTIONS
- PIVOT CHARTS
- MODIFYING THE DATA DISPLAYED IN A PIVOT CHART REPORT

SECTION 5 – AN INTRODUCTION TO MACROS

- OVERVIEW OF MACROS
- PLANNING AND REHEARSING THE MACRO
- RECORDING A MACRO
- RUNNING THE MACROS
 - *OPENING A FILE CONTAINING A MACRO*
 - *RUNNING A MACRO FROM A SHORTCUT KEY*
 - *CHOOSING A MACRO TO RUN FROM A LIST*
- CHANGING A MACRO'S OPTIONS

SECTION 6 – PROTECTING A WORKSHEET

- OVERVIEW OF WORKSHEET OR WORKBOOK PROTECTION
 - *PROTECT WORKSHEET*

SECTION 7 – FORECASTING WITH EXCEL

- WORKING WITH SCENARIOS
- USING THE GOAL SEEK TOOL
- WORKING WITH THE SOLVER
 - *PREPARING THE SOLVER FOR FIRST-TIME USE*
 - *USING THE SOLVER*

APPENDIX – IMPORTING DATA FROM OUTSIDE EXCEL

- IMPORTING A TEXT FILE
- COPYING EXTERNAL DATA INTO EXCEL
- OTHER USEFUL SHORTCUT KEYS