

Training Course Specification

Course: Microsoft Excel 2007 Level 3; Advanced

Duration: One-Day

- COURSE OBJECTIVES:**
- Creating, Maintaining, Filtering and using Subtotals in a List
 - Recording, Assigning and Using Macros
 - Creating and Using User-Defined Functions
 - Performing “What If” Analyses
 - Working with Scenarios
 - Querying a Database
 - Importing and Exporting Files and Data
 - Protecting Data

WHO SHOULD ATTEND: This course takes users to a high level of knowledge using financial topics available in Excel such as Financial functions, auditing and Charts.

EXPERIENCE NEEDED: Delegates should have an understanding of any of the following operating systems: Windows 2000 or above
Delegates should have a good understanding of Microsoft Excel or alternatively should have attended our Level 1 course.

COURSE CONTENT

1: Working with Lists

Creating a List
Maintaining a List
Editing Records Using the Data Form
Filtering a List
Using Subtotals in a List

2: Working with Macros and User-Defined Functions

Recording and Using Macros
Assigning Macros
Using User-Defined Functions

3: Using Basic Analysis Tools

Performing "What If" Analyses
Working with Scenarios

4: Using Advanced Analysis Tools and External Data

Querying a Database
Importing and Exporting Files
Protecting Data
Using Data Validation
Using Worksheet Protection
Password Protecting a Workbook

Appendix A: New Features in Excel 2007

The Office Task Panes
Smart Tags
Smart Data Tags
New Worksheet Features
New Argument and Function Features
Other New Features and Enhancements in Excel 2007

Appendix B: Additional Features in Office 2007

Office 2007 – A New Platform
At a Glance Highlights Across the Suite
New Visual and navigational Features
File formats
User Assistance System (HELP)
Collaboration features
Themes and Quick Styles
Application-specific changes
General Keyboard Navigational Tips in Office 2007
Beyond Office 2007

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