

## EXCEL 2007 ADVANCED

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MS Excel 2007  
Advanced



**COURSE LENGTH: 1.0 DAYS**

Excel is extensively used in business offices across the globe for both minor and major-scale data tracking, data analysis and making graphical representations of the data. Learning Excel's advanced features will allow you to take data and turn it into usable information and reports.

In this course, participants who have basic skills with Microsoft Excel 2007 will learn advanced knowledge will obtain relevant skills for real-world applications. Successful participants will be able to use SmartArt, insert objects, create charts, solve formula errors, group and outline data and much more.

This training course is now available in Malaysia and Kuala Lumpur.

This Microsoft Excel 2007 Advanced training course can be delivered at your premises by one of our expert local or international trainers or live online using our [HIVE](#) technology.

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## EXCEL 2007 ADVANCED COURSE OUTLINE

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### FOREWORD

Knowing how to use the advanced features of Microsoft Excel 2007 leads to a completely new experience in using this spreadsheet program. The novice user tends to use Excel 2007 as a holding place for report data. They may know how to insert data and move columns around, but rarely go into the deeper functions that Excel 2007 offers.

This workshop will teach you the most common advanced features of Microsoft Excel 2007.

The goal of this course is to get you familiar with these functions in a safe learning environment. Once you complete the course, your familiarity and confidence in using the advanced feature of Excel 2007 will increase, making Excel 2007 a more useful tool for you at work or at home.

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### OUTCOMES

- ▶ Use SmartArt
  - ▶ Insert Objects
  - ▶ Create Charts
  - ▶ Create Pivot Tables
  - ▶ Work with Pivot Tables
  - ▶ Create Pivot Charts
  - ▶ Solve Formula Errors
  - ▶ Use What-If Analysis
  - ▶ Manage Your Data
  - ▶ Group and Outline Data
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### MODULES

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#### Lesson 1: Getting Started

- ▶ Workshop Objectives

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#### Lesson 2: SmartArt

- ▶ Inserting SmartArt
- ▶ An Overview of the SmartArt Tabs
- ▶ Adding Text to the Diagram
- ▶ Resizing and Moving the Diagram
- ▶ Resetting the Diagram

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#### Lesson 3: Inserting Objects

- ▶ About Contextual Tabs
- ▶ Adding Pictures from Your Computer
- ▶ Adding ClipArt
- ▶ Adding Text Boxes
- ▶ Drawing Shapes

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#### Lesson 4: Creating Charts

- ▶ Inserting a Chart
- ▶ Overview of the Chart Tools Tabs
- ▶ Understanding the Parts of a Chart
- ▶ Changing the Chart Style
- ▶ Resizing and Moving the Chart

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### Lesson 5: Creating Pivot Tables

- ▶ Inserting a Pivot Table
- ▶ Overview of the Pivot Table Tools Tab
- ▶ Choosing Fields

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### Lesson 7: Creating Pivot Charts

- ▶ Creating a Pivot Chart from a Pivot Table
- ▶ Creating a Pivot Chart from Data

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### Lesson 9: Using What-If Analysis

- ▶ Using Goal Seek
- ▶ Using the Scenario Manager
- ▶ Using a One Input Data Table
- ▶ Using a Two Input Data Table

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### Lesson 11: Grouping and Outlining Data

- ▶ Grouping Data
- ▶ Adding Subtotals
- ▶ Outlining Data
- ▶ Viewing Grouped and Outlined Data

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### Lesson 6: Working with Pivot Tables

- ▶ Changing the Data Displayed
- ▶ Applying a Style to Your Pivot Table
- ▶ Some Real-life Examples

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### Lesson 8: Solving Formula Errors

- ▶ Using Named Ranges
- ▶ Understanding Formula Errors
- ▶ Tracing Dependents and Precedents
- ▶ Using the Trace Errors Commands
- ▶ Evaluating Formulas

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### Lesson 10: Managing Your Data

- ▶ Transposing Data from Rows to Columns
- ▶ Using the Text to Columns Feature
- ▶ Checking for Duplicates
- ▶ Creating Data Validation Rules
- ▶ Consolidating Data

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### Lesson 12: Wrapping Up

- ▶ Words From the Wise

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## WEB LINKS

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- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)