

# Microsoft Excel 2007 Advanced

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## Overview

The skills and knowledge acquired in Microsoft Excel 2007 Advanced are sufficient to be able to use and operate the software at an efficient level.

## Target Audience

Microsoft Excel 2007 Advanced is designed for users who are keen to extend their understanding and knowledge of the software.

## Pre-requisites

Microsoft Excel 2007 Advanced assumes the delegate has attended the Excel 2007 Fundamentals and Excel 2007 Intermediate courses or has equivalent knowledge.

## Objectives

At the completion of Microsoft Excel 2007 Advanced you should be able to:

- create and use labels and names in a workbook
- use the Formula Auditing tools to find and fix formula errors
- use the range of Paste Special options
- use a variety of Financial functions
- use the statistical function in Excel
- perform What-If Analysis on a range of data using Data Tables
- use Advanced Filters to view or extract matching records from a list of data
- use goal seeking to determine the values required to reach a desired result
- use Solver to solve more complex and intricate problems
- create and work with 'what-if' analysis using scenarios
- summarise and present information in a PivotTable report
- construct and operate PivotTables using some of the more advanced techniques
- create recorded macros in Excel
- use the macro recorder to create a variety of macros

**Course Duration is 1 Day**

**Course Code: X6M3**

## Topics

### Labels And Names

Understanding Labels And Names  
 Creating Names Using Text  
 Labels  
 Using Names In New Formulas  
 Applying Names To Existing  
 Formulas  
 Creating Names Using The  
 Names Box  
 Using Names To Select Ranges  
 Pasting Names Into Formulas  
 Creating Names For Constants  
 Creating Names From A Selection  
 Scoping Names To The  
 Worksheet  
 Using The Name Manager  
 Documenting Range Names

### Formula Auditing

Understanding Tracing  
 Precedents  
 Understanding Tracing  
 Dependents  
 Tracing Precedents and  
 Dependents  
 Showing Formulas and Cell  
 Arguments  
 Common Error Messages  
 Understanding Error Checking  
 Checking for Errors  
 Tracing Errors  
 Evaluating Formulas  
 Using the Watch Window  
 Dealing with Circular References

### Special Pasting

Understanding Pasting Options  
 Pasting as a Picture or Hyperlink

### Financial Functions

Understanding Financial  
 Functions  
 Using PMT  
 Using FV  
 Using NPV  
 Using PV  
 Using RATE  
 Using EFFECT  
 Using NOMINAL

### Statistical Functions

Understanding Statistical  
 Functions  
 Status Bar Statistics  
 Using COUNT And COUNTA  
 Using COUNTBLANK  
 Using COUNTIF  
 Using MODE  
 Using MEDIAN  
 Using LARGE And SMALL  
 Using STDEV  
 Using VAR

### Data Tables

Data Table Components

Using a Simple What-If Model  
 Creating A One-Variable Table  
 Using One-Variable Data Tables  
 Creating A Two-Variable Data  
 Table

### Advanced Filtering

Understanding Advanced Filtering  
 Using an Advanced Filter  
 Extracting Records Using  
 Advanced Filters  
 Using Formulas in Criteria  
 Understanding Database  
 Functions  
 Using Database Functions  
 Using DSUM  
 Using DMIN  
 Using DMAX  
 Using DCOUNT

### Summarising Data

Summarising Data Features  
 Subtotalling a List  
 Using a Subtotalled Worksheet  
 Creating Nested Subtotals  
 Copying Subtotals

### Goal Seeking

Goal Seeking Components  
 Using Goal Seek

### Solver

Installing The Solver Add-In  
 Understanding How Solver Works  
 Setting Solver Parameters  
 Adding Solver Constraints  
 Performing The Solver Operation  
 Running Solver Reports  
 Refining Solver Answers

### Scenarios

Understanding Scenarios  
 Creating a Default Scenario  
 Creating Scenarios  
 Using Names in Scenarios  
 Displaying Scenarios  
 Creating a Scenario Summary  
 Report  
 Merging Scenarios

### PivotTables

Understanding PivotTables  
 PivotTable Basics  
 Working with the PivotTable Field  
 List  
 Creating the PivotTable  
 Adding Fields to a PivotTable  
 Value Field Settings  
 Applying a Filter to a PivotTable  
 Changing The PivotTable Report  
 Layout  
 Manipulating PivotTable Detail  
 Creating a PivotTable Report

### PivotTable Techniques

Using Compound Fields

Counting In A PivotTable  
 Formatting PivotTable Values  
 Working With PivotTable Grand  
 Totals  
 Working With PivotTable  
 SubTotals  
 Finding The Percentage Of Total  
 Finding The Difference From  
 Grouping In PivotTables  
 Creating Running Totals  
 Creating Calculated Fields  
 Providing Custom Names  
 Creating Calculated Items  
 PivotTable Options  
 Sorting In A PivotTable

### PivotCharts

Creating A PivotChart Shell  
 Dragging Fields For The  
 PivotChart  
 Changing The PivotChart Type  
 Using The PivotChart Filter Pane  
 Moving PivotCharts To Chart  
 Sheets

### Recorded Macros

Understanding Excel Macros  
 Setting Macro Security  
 Saving A Document As Macro  
 Enabled  
 Recording A Simple Macro  
 Running A Recorded Macro  
 Relative Cell References  
 Running A Macro With Relative  
 References  
 Viewing A Macro  
 Editing A Macro  
 Assigning A Macro To The  
 Toolbar  
 Running A Macro From The  
 Toolbar  
 Assigning A Keyboard Shortcut To  
 A Macro  
 Deleting A Macro  
 Copying A Macro  
 Tips For Developing Macros

### Recorder Workshop

Preparing Data For An Application  
 Recording A Summation Macro  
 Recording Consolidations  
 Recording Divisional Macros  
 Testing Macros  
 Creating Objects To Run Macros  
 Assigning A Macro To An Object