



Computer Consultants Corporation

Microsoft Excel

Advanced

Length of course: 1 class days (6 hours)

Objective(s): To expand on intermediate skills, including creating PivotTables and PivotCharts, using Excel's database and data analysis tools, and collaborating.

Prerequisites: Intermediate Excel 2007 or demonstrated familiarity with its topics.

Working with Lookup Functions, Custom Templates, and Auditing

- Lookup Functions
- Creating Excel Templates
- Workgroup Templates
- Tracing Formulas
- Error Checking
- Keeping Tabs with the Watch Window
- Locating Invalid Data
- Using the IF Function

Exploring Macros

- Setting Macro Security
- Recording Macros
- Running Macros
- Adding Custom Buttons to Worksheets
- Creating Hyperlinks
- Password Protection
- Importing Data from Other Sources
- Exploring Data from Excel to Word

Creating Tables and PivotTables

- Opening an Excel Tables
- Working with Header Rows
- Calculated Columns
- Using AutoFilter
- Structured References
- Creating a PivotTable
- Changing PivotTable Fields
- Creating PivotCharts

Using Advanced Formatting and Analysis Tools

- Working with Grouped Worksheets
- Consolidating Worksheet Data
- Paste Special Command
- Data Validation
- Conditional Formatting
- Data Tables
- Creating Trend Lines

Collaborating in Excel

- Creating Folders in Excel
- Inserting and Viewing Comments in Worksheets
- Track Changes
- Merging Tracked Changes
- Shared Workbooks
- Merging Multiple Workbooks
- Converting Workbooks to Other File Formats (PDF, XPS)
- Emailing a Workbook