Microsoft ®

Excel 2007

Course Outline

Advanced Level

FUNCTIONS

- Excel 2007 Functions
- Getting help about using a particular function
- TODAY
- DAY
- MONTH
- YEAR
- SUMIF
- ROUND
- COUNT
- COUNTA
- COUNTIF
- PROPER
- UPPER
- LOWER
- CONCATENATE
- FV
- NPV
- PMT
- PV
- RATE
- HLOOKUP
- VLOOKUP
- IF
- AND
- OR
- ISERROR
- DSUM
- DMIN
- DMAX
- DCOUNT
- Nested functions

USING ONE-INPUT OR TWO-INPUT DATA TABLES / WHAT-IF TABLES

- Using a one input Data Table command
- Using a two input data table command

A FIRST LOOK AT PIVOT TABLES

- Creating a PivotTable
- Dropping data into the Pivot Table
- Modifying data and refreshing the Pivot Table
- Grouping data within a Pivot table

SCENARIOS

- Scenario Manager - an example
- Showing a scenario
- Viewing an alternative scenario
- Create a scenario summary

AUDITING

- Tracing precedent cells
- Tracing the dependants of a cell
- Displaying all formulas within a worksheet
- Adding comments
- Displaying comments
- Removing comments
- Editing comments

MACROS

- Displaying the Developer tab
- Recording and running macros
- Lowering your macro security level
- Customizing the Quick Access Toolbar
- Changing the Quick Toolbar Macro icon
- Removing a macro icon from the quick access toolbar
- Raising your macro security level