

Title:

Microsoft Excel 2007 Module 2 (with Challenge Exercises)

Application

Microsoft Excel 2007

Competency

N/A

ISBN

978-1-921340-43-7

Duration (hrs)

46

Description

The skills and knowledge acquired in Microsoft Excel 2007 Module 2 (with Challenge Exercises) are sufficient to be able to use the more advanced complex techniques and tools.

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At the completion of Microsoft Excel 2007 Module 2 (with Challenge Exercises) you should be able to:

- use a range of formula techniques
- apply a range of number formatting techniques to data
- use a range of logical functions
- use a range of lookup and reference functions
- use a range of techniques to work with worksheets
- create and work with headers and footers
- filter data in a table
- use a range of techniques to enhance charts
- modify Excel options
- create and use labels and names in a workbook
- protect data in worksheets and workbooks
- use the Data Consolidation feature to combine data from several workbooks into one
- use data linking to create more efficient workbooks
- understand and create simple PivotTables
- construct and operate PivotTables using some of the more advanced techniques
- use goal seeking to determine the values required to reach a desired result
- summarise data using subtotals and relative range naming
- use Solver to solve more complex and intricate problems
- create recorded macros in Excel
- use the macro recorder to create a variety of macros

Microsoft Excel 2007 Module 2 (with Challenge Exercises) is designed for users who are keen to extend their understanding and knowledge of Microsoft Excel.

Microsoft Excel 2007 Module 2 (with Challenge Exercises) assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

278 pages

Microsoft Excel 2007

Module 2 (with Challenge Exercises)

Contents

Formula Techniques

- Scoping A Formula
- Developing A Nested Function
- Creating Nested Functions
- Editing Nested Functions
- Copying Nested Functions
- Using Concatenation
- Switching To Manual Recalculation
- Forcing A Recalculation
- Pasting Values From Formulas
- Pasting Formulas As Pictures
- Practice Exercise

Number Formatting

Techniques

- Using Alternate Currencies
- Formatting Dates
- Formatting Time
- Creating Custom Formats
- Practice Exercise

Logical Functions

- Understanding Logical Functions
- Using IF To Display Text
- Using IF To Calculate Values
- Nesting IF Functions
- Using IFERROR
- Using TRUE And FALSE
- Using AND
- Using OR
- Using NOT
- Practice Exercise

Lookup Functions

- Understanding Data Lookup Functions
- Using CHOOSE
- Using VLOOKUP
- Using VLOOKUP For Exact Matches
- Using HLOOKUP
- Using INDEX
- Using MATCH
- Understanding Reference Functions
- Using ROW And ROWS
- Using COLUMN And COLUMNS
- Using ADDRESS
- Using INDIRECT
- Using OFFSET
- Practice Exercise

Worksheet Techniques

- Inserting And Deleting Worksheets
- Copying A Worksheet
- Renaming A Worksheet
- Moving A Worksheet

Hiding A Worksheet
Unhiding A Worksheet
Copying A Worksheet To Another
Workbook
Moving A Worksheet To Another
Workbook
Changing Worksheet Tab Colours
Grouping Worksheets
Hiding Rows And Columns
Unhiding Rows And Columns
Freezing Rows And Columns
Splitting Windows
Practice Exercise

Headers And Footers

Understanding Headers And
Footers
Adding A Quick Header
Adding A Quick Footer
Switching Between Headers And
Footers
Typing Text Into Headers And
Footers
Modifying Headers And Footers
Adding Page Numbering
Adding Date Information
Adding Workbook Information
Adding A Picture
Formatting Headers And Footers
Dragging Margins For Headers
And Footers
Creating A Different First Page
Different Odd And Even Pages
Practice Exercise

Filtering Data

Understanding Filtering
Applying And Using A Filter
Clearing A Filter
Creating Compound Filters
Multiple Value Filters
Creating Custom Filters
Using Wildcards
Practice Exercise

Charting Techniques

Understanding Chart Layout
Elements
Adding A Chart Title
Adding Axes Titles
Positioning The Legend
Showing Data Labels
Showing A Data Table
Modifying The Axes
Showing Gridlines
Formatting The Plot Area
Showing The Plot Area
Adding A Trendline
Adding Error Bars
Adding A Text Box To A Chart
Drawing Shapes In A Chart
Practice Exercise

Chart Object Formatting

Understanding Chart Object
Formatting

Selecting Chart Elements
Using Shape Styles To Format
Objects
Changing Column Colour
Changing Pie Slice Colour
Changing Bar Colours
Changing Chart Line Colours
Using Shape Effects
Filling The Chart Area And The
Plot Area
Filling The Background
The Format Dialog Box
Using The Format Dialog Box
Using Themes
Practice Exercise

Setting Excel Options

Understanding Excel Options
Personalising Excel
Setting The Default Font
Setting Formula Options
Understanding Save Options
Setting Save Options
Setting The Default File Location
Setting Advanced Options
Practice Exercise

Labels And Names

Understanding Labels And Names