

Excel 2007 - Level 4

Course Outline

This course addresses the use of data series and advanced functions including the LOOKUP functions and nested and multiple criteria IF functions. It also covers PivotTables, scenarios, goal seeking, data tables, and the consolidation of worksheets. Finally, it looks at problems solving and how to work with views.

This course also looks at the use of auditing tools, and how to use and manage macros.

Prerequisites:

Excel 2007, Level 3

Objectives:

- Work with data series
- Use advanced functions
- Create/revise PivotTables
- Use scenarios and goal seeking
- Use data tables
- Consolidate worksheets
- Solve problems
- Work with views
- Use auditing tools
- Use macros
- Record macros
- Edit macros
- Create macro buttons