

# Microsoft Excel 2007 Advanced Level

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## Course Objectives:

This course is designed for experienced users of Microsoft Excel 2007 who wish to enhance their skills by learning how to use the advanced features of Excel, such as database facilities, pivot tables and macros.

## Prior Knowledge Required:

Experience of working with Microsoft Excel is required. Ideally delegates should have attended the Introductory Level and Intermediate Level courses, or have equivalent knowledge.

**Course Duration:** 1 day

### Manipulating Data

- Using Text Functions
- Joining Different Types of Data
- Sorting Lists of Data
- Customising Toolbars

### Using Filters

- Custom Filters
- Advanced Filters

### Working With Lists

- Using the Data Form
- Sorting a List
- Summarising Data in a List

### Working With a Database

- Using a List as a Database
- Editing a Database
- Finding Records
- Using AutoFilter and Filter Criteria
- Database Statistics

### Using Analysis Tools

- Goal Seek
- Scenario Manager
- Custom Views
- Creating Reports
- Using Data Tables

### Pivot Tables and Pivot Charts

- Creating and Updating a Pivot Table
- Adding and Removing Fields
- Pivot Table Layouts
- Grouping Items
- Applying AutoFormats
- Creating a Pivot Chart

### Macros

- Understanding the Concepts of a Macro
- Recording a Macro
- Running a Macro
- Assigning Macros to Menus, Toolbars, Buttons



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