

## **One-on-One Personal Computer Training**

### **Get Started Here**

Microsoft Excel is a sophisticated spreadsheet program with many advanced features designed to increase the user's productivity.

One-on-One Personal Computer Training provides advanced Excel 2007 training that will enable the student to become productive with the product.

### **Learning Outcomes**

This course is designed for people who are already familiar with the basic features of Excel 2007.

At the end of the course, the student will be able to:

- ☞ Apply advanced formatting techniques
- ☞ Take advantage of features such as styles, templates, arrays, outlining and auditing tools
- ☞ Import and export data
- ☞ Customise Excel
- ☞ Create and use lists
- ☞ Record and edit simple macros
- ☞ Use powerful analytical tools
- ☞ Combine data from different worksheets with linking and consolidation
- ☞ Control the presentation of data with Scenario Manager, Report Manager and pivot tables
- ☞ Add images and clip art
- ☞ Improve the appearance of worksheets and charts

### **Structure**

The course is organised in a series of lessons, each of which addresses a particular functional area of the product. Basic concepts are introduced first. Later materials build on these basics until the student has a sound grasp of the principles involved.

Each lesson starts with a list of learning outcomes for the lesson. Subject matter in the lesson is interspersed with practical exercises to illustrate the material covered. At the end of each lesson there is a:

- ☞ Summary of the lesson, including a list of the skills learned and important terms
- ☞ Questionnaire to test the student's understanding of the lesson
- ☞ Case study for revision or for fast students.

The manual includes a table of contents, an index, a glossary of important terms, tips and review exercises.

## **Advanced Excel 2007 for Windows**

### **Contents**

#### **Level 3**

- ☞ Styles and templates
- ☞ Ranges, array formulas and Paste Special
- ☞ Changing defaults, options, customising toolbars and number formats
- ☞ Hiding worksheets, rows & columns and zeros
- ☞ Importing and exporting data
- ☞ Introduction to lists
- ☞ Sorting and finding records
- ☞ What-if analysis
- ☞ Look-up tables, data tables and iteration
- ☞ Protecting files, workbooks, worksheets and cells
- ☞ Auditing toolbar, cell comments and printing options
- ☞ Editing and formatting charts

#### **Level 4**

- ☞ Creating, editing and updating links in worksheets
- ☞ Consolidating data by position or category
- ☞ Filtering data in lists
- ☞ Pivot tables
- ☞ Creating and using outlines
- ☞ Database functions, sub-totals, grand totals and the Conditional Sum Wizard
- ☞ Introduction to macros
- ☞ Analytical tools such as goal seeking and Solver
- ☞ Scenario Manager
- ☞ Add-ins such as Report Manager
- ☞ Backgrounds, clip art and graphics objects
- ☞ Creating and viewing a web page
- ☞ Share Workbooks
- ☞ Track, Accept and Reject Changes to Workbooks
- ☞ Adding, Formatting and Resizing Graphics

### **Prerequisites**

Students should already be familiar with PCs and Windows but should have completed the Introduction to Excel 2007.

### **Enquiries**

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