

Excel 2007

1 Day Advanced

Course Outline

Session	Content
1	<p>Auditing Worksheets</p> <ul style="list-style-type: none"> • Data validation • Error checking • Tracing dependants and precedents • Locating errors in formulas • Locating dependencies in formulas • Removing tracer arrows <p>Advanced Functions</p> <ul style="list-style-type: none"> • User-defined functions • Date and time, statistical, text, logical, math and trig functions
2	<p>Formatting Numbers and Workgroup Collaboration</p> <ul style="list-style-type: none"> • Creating and applying a custom number • Using conditional formats • Modifying passwords, protections and properties • Creating workbooks for shared use • Tracking changes • Accepting or rejecting changes
3	<p>Summarising Data</p> <ul style="list-style-type: none"> • Adding subtotals to worksheets • Creating and applying custom filters • Grouping and outlining structured data • Adding data validation criteria to cells <p>Analysing Data</p> <ul style="list-style-type: none"> • Create a PivotTable, PivotChart and PivotTable and/or PivotChart Report • Create a trend line
4	<p>Macros</p> <ul style="list-style-type: none"> • Creating macros • Editing macros using the Visual Basic Editor • Running macros

November 10



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Canning College

Computing

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