

Information Technology and Computer Skills Training

EXCEL 2007 - ADVANCED

Where: Jefferson City, 1738 E Elm Lower Level

Time: 8:00 a.m. - 4:00 p.m.

Investment: \$125.00

Course Content

Learners who attend this Advanced Level workshop will receive skill building opportunities to increase their proficiency in the following areas:

WORKING WITH TABLES

Creating Tables

- How To Create A Table
- How To Create/Change The Style Of A Table
- How To Show Or Hide Table Elements
- How To Create A Calculation In A Table
- How To Insert And Delete A Table Row
- How To Resize A Table
- How To Convert A Table To A Range
- How To Sort The Data In A Table

Using the AutoFilter

- How To Enable/Disable The AutoFilter
- How To Apply/Remove and Customize The Filter

Using the Advanced Filter

- How To Define The Criteria Range
- How To Use The Advanced Filter
- How To Use Simple Database Functions
- How To Find The Sum Of Specific Records

Using the Insert Function Button

- How To Find The Average Of Specific Records
- How To Find The Maximum/Minimum Value Of Specific Records

Using VLOOKUP Function to Find Data

- How To Limit The Lookup Value For An Exact Match; and How To Use The Closest Match For The Lookup Value

CREATING A PIVOT TABLE AND ANALYZING DATA

Creating and Updating A PivotTable

- How To Create A PivotTable
- How To Update The Information In A PivotTable
- How To Change The Layout Of A PivotTable
- How To Add An Information Field To A PivotTable
- How To Arrange Information In A PivotTable
- How To Filter The Report In A PivotTable
- How To Filter Specific Records

Working With Calculated Fields In A PivotTable

- How To Change The Calculated Field Value Settings
- How To Insert/Delete A Calculated Field
- How To Change A PivotTable Options
- How To Create A Chart From A PivotTable

Exploring What-If Tables

Creating/Applying Scenarios

Using Problem Solving Tools

USING WORKGROUP FEATURES

Using Comments

- How To Add A Comment Into A Cell
- How To Show/Hide Comments Permanently
- How To Show/Hide Comment Indicators
- How To Inspect A Workbook
- How To Apply Password Protection To Editable Cells

Enabling Workbook Sharing

- How To Merge Copies Of Shared Workbooks
- How To Accept Or Reject Changes In A Merged Workbook
- How To Protect A Shared Workbook
- How To Track Changes In The Same Workbook
- How To Accept Or Reject Changes From Different Users

AUTOMATING ROUTINE TASKS WITH MACROS

Understanding and Using Macros

- How To Record A New Macro
- How To Run A Macro
- How To Create A Macro Command Button
- How To Edit/Rename/Delete A Macro
- How To Record/Run A Relative Reference Macro

INTEGRATING DATA WITH OTHER APPLICATIONS

Importing/Exporting Data

Retrieving Data from A Database

Visit our website at www.training.oa.mo.gov to find other technical and computer training programs.

