

Excel 2007 Advanced

What this course has to offer?

In this course you will learn to professionally utilize advanced techniques in Excel 2007. You will learn how to manage large workbooks and how to reference values in other worksheets for calculations. After you have been introduced to the layout and print functions for spreadsheets, you will learn how to visualize the contents of your spreadsheet by means of professional charts. You will also be introduced to a number of valuable layout functions especially helpful with large spreadsheets.

What are the course requirements?

Sound knowledge of Excel basics, as offered in the course Excel 2007 Basics

Number of lessons: 65

Processing time approx. 7 h

The Learning Contents Overview:

Chapter 1: Using workbooks effectively

- Working with Workbooks
- Selecting Several Worksheets (Group Mode)
- Inserting and Deleting Worksheets
- Moving and Copying Worksheets
- Specifying how Worksheets are Displayed
- Using Cell References to other Worksheets
- Editing Links
- Protecting Workbooks
- Protecting Worksheets, Cells and Objects
- Adjusting the Quick Access Toolbar

Chapter 2: Managing workbooks

- The SAVE AS and OPEN dialog box
- Define Save Options for Workbooks
- Defining Document Properties
- Using the Recovery Feature
- Importing and Exporting Data

Chapter 3: Using Style Sheets and Templates

- Creating and Applying Styles
- Editing Styles
- Copying Styles from other Workbooks
- Creating a Sample Template
- Creating a New Workbook With a Sample Template

Chapter 4: Working with Charts

- Creating Charts
- Selecting From Various Chart Types
- Basics of Chart Editing
- Changing the Display or Structure of Charts
- Editing Chart Elements
- Printing Charts

Chapter 5: Using Illustrations and Objects

- Inserting Pictures
- Editing Pictures
- Object Basics

- Creating Simple Objects
- Creating Special Objects
- Editing Objects

Chapter 6: Handling large Tables

- Tips for Creating Tables
- Quickly Navigating to Certain Cells
- Zooming in Tables
- Dividing Table Windows into Sections
- Freezing Rows and Columns
- Sorting Tables
- Using AutoCorrect
- Using the Spelling Checker
- Finding and Replacing Specific Cell Contents
- Automatic and Manual Recalculation

Chapter 7: Using Special Formatting Options

- Conditional Formatting
- Formatting Cells Depending on Formula Results
- Creating and Applying Custom Cell Formats
- Using a Validation Formula For Data Entry
- Checking Data for Validity
- Allowing Data Entry From a List
- Adding Comments to Tables
- Using Hyperlinks

Chapter 8: PivotTables and PivotCharts

- Inserting PivotTables
- Assigning Pivot Fields
- Defining the Layout for PivotTables
- Filtering PivotTables
- Updating PivotTables
- Sorting PivotTables
- Creating a Drill Down
- Pivot Charts

This course, designed according to didactical standards, provides a test for each individual chapter or for the entire course in order to check on your personal learning progress. These tests may recommend the repetition of certain lessons if necessary. With the tests, you will repeat important contents. Via an alphabetical index you can search for topics that you are especially interested in. The Know How! AG and HERDT-Verlag für Bildungsmedien GmbH cooperate closely. This course is adapted to the HERDT training guide 'Microsoft Excel 2007 Spreadsheet'.