



MS Excel 2007  
Advanced



## Excel 2007 Advanced Training Course

### Excel 2007 Advanced Training Course Foreword

Knowing how to use the advanced features of Microsoft Excel 2007 opens a completely new experience in using this spreadsheet program. The novice user tends to use Excel 2007 as holding place for report data. They may know how to insert data and move columns around, but rarely go into the deeper functions that Excel 2007 offers.

This workshop will teach you the most common advanced features of Microsoft Excel 2007. The goal of this course is to get you familiar with these functions in a safe learning environment. Once you complete the course, your familiarity and confidence in using the advanced feature of Excel 2007 will increase, making Excel 2007 a more useful tool for you at work or at home.

### Course length

1-day

### Learning Outcomes

By the end of this workshop, participants should be able to:

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| <ul style="list-style-type: none"><li>• Use SmartArt</li><li>• Insert Objects</li><li>• Create Charts</li><li>• Create Pivot Tables</li><li>• Work with Pivot Tables</li></ul> | <ul style="list-style-type: none"><li>• Create Pivot Charts</li><li>• Solve Formula Errors</li><li>• Use What-If Analysis</li><li>• Manage Your Data</li><li>• Group and Outline Data</li></ul> |
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### Course Outline

#### Excel 2007 Training Course - Lesson 1 **Getting Started**

- Workshop Objectives

#### Excel 2007 Training Course - Lesson 2 **SmartArt**

- Inserting SmartArt
- An Overview of the SmartArt Tabs
- Adding Text to the Diagram
- Resizing and Moving the Diagram
- Resetting the Diagram

#### Excel 2007 Training Course - Lesson 3 **Inserting Objects**

- About Contextual Tabs
- Adding Pictures from Your Computer
- Adding ClipArt
- Adding Text Boxes
- Drawing Shapes

#### Excel 2007 Training Course - Lesson 4 **Creating Charts**





- Inserting a Chart
- Overview of the Chart Tools Tabs
- Understanding the Parts of a Chart
- Changing the Chart Style
- Resizing and Moving the Chart



<p>Excel 2007 Training Course - Lesson 5 <b>Creating Pivot Tables</b></p> <ul style="list-style-type: none"><li>• Inserting a Pivot Table</li><li>• Overview of the Pivot Table Tools Tab</li><li>• Choosing Fields</li></ul>	<p>Excel 2007 Training Course - Lesson 6 <b>Working with Pivot Tables</b></p> <ul style="list-style-type: none"><li>• Changing the Data Displayed</li><li>• Applying a Style to Your Pivot Table</li><li>• Some Real-life Examples</li></ul>
<p>Excel 2007 Training Course - Lesson 7 <b>Creating Pivot Charts</b></p> <ul style="list-style-type: none"><li>• Creating a Pivot Chart from a Pivot Table</li><li>• Creating a Pivot Chart from Data</li></ul>	<p>Excel 2007 Training Course - Lesson 8 <b>Solving Formula Errors</b></p> <ul style="list-style-type: none"><li>• Using Named Ranges</li><li>• Understanding Formula Errors</li><li>• Tracing Dependents and Precedents</li><li>• Using the Trace Errors Commands</li><li>• Evaluating Formulas</li></ul>
<p>Excel 2007 Training Course - Lesson 9 <b>Using What-If Analysis</b></p> <ul style="list-style-type: none"><li>• Using Goal Seek</li><li>• Using the Scenario Manager</li><li>• Using a One Input Data Table</li><li>• Using a Two Input Data Table</li></ul>	<p>Excel 2007 Training Course - Lesson 10 <b>Managing Your Data</b></p> <ul style="list-style-type: none"><li>• Transposing Data from Rows to Columns</li><li>• Using the Text to Columns Feature</li><li>• Checking for Duplicates</li><li>• Creating Data Validation Rules</li><li>• Consolidating Data</li></ul>
<p>Excel 2007 Training Course - Lesson 11 <b>Grouping and Outlining Data</b></p> <ul style="list-style-type: none"><li>• Grouping Data</li><li>• Adding Subtotals</li><li>• Outlining Data</li><li>• Viewing Grouped and Outlined Data</li></ul>	<p>Excel 2007 Training Course - Lesson 12 <b>Wrapping Up</b></p> <ul style="list-style-type: none"><li>• Words from the Wise</li><li>•</li></ul>

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