

EXCEL 2007 EXPERT

Unit Standard	116940
NQF Level	3
Credits	6
Duration	1 Day
Pre-Requisite Training	Excel 2007 Advanced

SYNOPSIS

This course extends the well experienced and advanced Excel user to an expert level.

COURSE OUTLINE

- Add-ins, Smart Tags, and Digital Security;
- Macros, VBA, and Excel Programming;
- Form Controls;
- Using Financial Functions (PMT and FV);
- Understanding Logical Functions;
- Applying Logical Functions;
- Using SharePoint;
- User Forms and ActiveX Controls.

COURSE OUTCOMES

Upon successful completion of this course, learners will be able to demonstrate their ability to:

- Manage and Install Add-ins;
- Insert and Setup Smart Tag Options;
- Use and workplace applicability of the PMT and FV functions;
- Use Digital Signatures;
- Record and Play Macros;
- Usage of VBA at the introduction level;
- How to add and use Form Controls;
- Assign Macros to Form Controls;
- How to publish to a SharePoint workspace.