

EXCEL 2007 OR 2010 ADVANCED

Unit Standard	258876, NQF=4, Credits 3 258878, NQF=4, Credits=3
Duration	1 Day
Pre-Requisite Training	Microsoft Excel Intermediate

SYNOPSIS

This course provides delegates with an overview of the more advanced features and functions of Microsoft Office Excel 2007. This delegate will learn how to use Excel to analyse data, work with PivotCharts and PivotTables, work with macros, reuse Excel data in other Office documents and collaborate with others on worksheet development.

COURSE OUTLINE - 2007

- Data Analysis;
- PivotTables and PivotCharts;
- Macros;
- Office Document Recycling;
- Collaboration.

COURSE OUTCOMES

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

- Define an alternative data set;
- Define multiple alternative data sets;
- Vary your data to get a desired result by using Goal Seek;
- Find optimal solutions by using Solver;
- Analyse data by using descriptive statistics;
- Analyse data dynamically by using PivotTables;
- Filter, show and hide PivotTable data;
- Edit PivotTables;
- Format PivotTables;
- Create PivotTables from external data;
- Create dynamic charts by using PivotCharts;
- Describe and examine macros;
- Create and modify macros;
- Run macros when a button is clicked;
- Run macros when a workbook is opened;
- Include Office documents in worksheets;
- Store workbooks as parts of other Office documents;
- Create hyperlinks;
- Paste charts into other documents;

- Share data lists;
- Manage comments;
- Track and manage colleagues' changes;
- Protect workbooks and worksheets;
- Authenticate workbooks;
- Save workbooks for the Web.

EXCEL 2010 ADVANCED

SYNOPSIS

This course provides delegates with an overview of the more advanced features and functions of Microsoft Office Excel 2010. This delegate will learn how to use Excel to analyse data, work with PivotCharts and PivotTables, Excel data in other Office documents and collaborate with others on worksheet development.

COURSE OUTLINE - 2010

- Analyse Alternative Data Sets;
- Create Dynamic Worksheets using Pivot Tables;
- Create Charts and Graphs;
- Automate Repetitive Tasks by Using Macros;
- Work with Other Microsoft Office Programs;
- Collaborate with Colleagues.

COURSE OUTCOMES

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

- Define and alternative and multiple data sets;
- Vary your data to get a desired result by using Goal Seek;
- Find optional solutions by using Solver;
- Analyse data by using descriptive statistics;
- Analyse data dynamically by using PivotTables;
- Filter, show, and hide PivotTable data;
- Edit and Format PivotTables;
- Create PivotTables with external data;
- Create Charts;
- Customise the appearance of charts;
- Find trends in your data;
- Summarise your data by using sparklines;
- Create dynamic charts by using PivotCharts;
- Create diagrams by using SmartArt;
- Create shapes and mathematical equations;
- Enable and examine macros;
- Create and modify macros;
- Run macros when a button is clicked;
- Run macros when a workbook is opened;
- Include Office documents in workbooks;
- Store workbooks as part of other Office documents;
- Create hyperlinks;

- Paste charts into other documents;
- Share workbooks;
- Manage comments;
- Track and manage colleagues' changes;
- Protect workbooks and worksheets;
- Authenticate workbooks;
- Save workbooks for the Web.