

Microsoft Excel – Upgrading to 2007 from 2003

Duration – 6 hrs (9am – 4pm)

Cost – \$750.00 excl GST

Max Attendees – 6

Requirements – Notepad and Pen

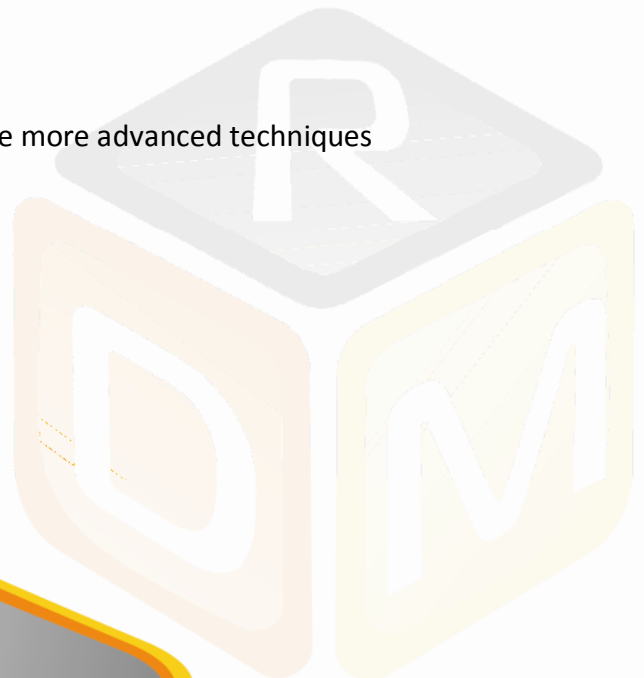
Break – Morning Tea – 15mins

Lunch – 30mins

Afternoon Tea – 15mins

Upon successful completion of this course, students will be able to:

- navigate and understand the ribbon
- modify the quick toolbar
- modify Excel options
- use a range of techniques to work with worksheets
- use the fill operations available to fill a data series
- apply a range of number formatting techniques to data
- apply conditional formatting to ranges in a worksheet
- work with various elements of a worksheet
- sort data in a list in a worksheet
- filter data in a table
- summarise data using subtotals
- protect data in worksheets and workbooks
- understand and create simple PivotTables
- construct and operate PivotTables using some of the more advanced techniques



Course Specifics

Ribbon

- using the ribbon
- using shortcuts
- Modifying the ribbon

Setting Excel Options

- understanding Excel options
- personalising Excel
- setting the default font
- setting the formula options
- understanding save options
- setting save options
- setting the default file location
- setting advanced options

Working with a Worksheet

- changing worksheet views
- worksheet zooming
- viewing the formula bar
- viewing the gridlines
- viewing the ruler
- inserting cells
- deleting cells
- inserting columns
- inserting rows
- deleting rows and columns
- switching between worksheets
- inserting and deleting worksheets
- copying a worksheet
- renaming a worksheet
- moving a worksheet
- hiding a worksheet
- unhiding a worksheet



Working with a Worksheet cont.....

- copying a worksheet to another workbook
- moving a worksheet to another workbook
- changing worksheet tab colours
- grouping worksheets
- hiding rows and columns
- unhiding rows and columns
- freezing rows and columns
- splitting windows

Conditional Formatting Techniques

- formatting cells containing values
- clearing conditional formatting
- more cell formatting options
- top ten items
- more top and bottom formatting options
- working with data bars
- working with colour scales

Filtering & Sorting Data

- performing an alphabetical sort
- sorting on more than one column
- sorting by rows
- sorting numbered lists
- applying and using a filter
- clearing a filter
- creating compound filters
- multiple value filters
- creating custom filters
- using wildcards

PivotTables

- understanding PivotTables
- creating a PivotTable shell
- dropping fields into a PivotTable
- filtering a PivotTable
- clearing a report filter
- switching PivotTable labels



PivotTables cont....

- formatting a PivotTable
- using compound fields
- counting in a PivotTable
- formatting PivotTable values
- working with PivotTable grand totals
- working with PivotTable subtotals
- finding the percentage of total
- grouping in PivotTables
- creating running totals
- creating calculated fields
- providing custom names
- creating calculated names
- PivotTable options
- sorting in a PivotTable

Protecting the workbook and sharing

- apply security to the workbook and sheets.
- using user groups to set different permissions
- track sheet changes
- sharing workbook to multiple users

