

## **Course outline for MS Excel 2007 - Advanced level**

### **SUMMARISING DATA**

- Creating subtotals
- Removing subtotals
- Consolidating data

### **DATE FUNCTIONS**

- Today and now
- Day
- Month
- Year

### **STATISTICAL FUNCTIONS**

- Count
- Counta
- Countif
- Countblank

### **TEXT FUNCTIONS**

- Proper
- Upper and Lower
- Concatenate

### **FINANCIAL FUNCTIONS**

- PMT
- PV
- RATE
- NPV
- FV

### **MATHEMATICAL FUNCTIONS**

- SUMIF

### **LOOKUP FUNCTIONS**

- Vlookups
- Hlookups

### **LOGICAL FUNCTIONS**

- IF
- And & OR
- ISERROR

### **USING NESTED FUNCTIONS**

- Nesting IF functions

### **PROTECTING WORKSHEETS AND WORKBOOKS**

- Password for opening a workbook
- Read-only recommended
- Protect worksheet elements
- Removing workbook protection



If you would like to know more about any of the topics please contact Marie on 01689 877117 or [marie@refine-it.co.uk](mailto:marie@refine-it.co.uk)

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