

Course outline for MS Excel 2007 - Master level

USING ONE-INPUT OR TWO-INPUT DATA TABLES

- One input Data Table command
- Two input data table command

PIVOT TABLES

- Creating a PivotTable
- Dropping data into the Pivot Table
- Modifying data and refreshing the Pivot Table
- Grouping data within a Pivot table
- Pivot charts

ANALYTICAL FEATURES

- Goal Seek
- Solver
- Creating named Scenarios from defined cell ranges
- Viewing an alternative scenario
- Creating a scenario summary

MACROS

- Explaining Macros
- Displaying the Developer tab
- Recording and running a macro
- Macro security levels
- Adding & Removing macro toolbar icons
- Macros control buttons
- Editing Macro code to stop the screen flashing

AUDITING

- Tracing precedent cells
- Tracing dependants of a cell
- Displaying all formulas within a worksheet
- Using comment



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

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