

## **Excel Outline 2007 - 2010: Advanced**

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This one day course is hands-on and designed to provide participants with a solid understanding of Microsoft Excel. The class runs a day in length from 9:00 until 4:00. Included with all courses are course notes, a pad for note taking and telephone support following the class.

<b>Advanced – Level 3</b>	
<b>Streamlining with macros including:</b>	<b>Advanced formula creation including:</b>
What is a macro Creating and editing a macro Documenting, invoking and cancelling a macro Useful everyday macros Assigning macros to the toolbar Assigning macros to buttons and quick keys Saving your macros	Using the IF function Using vertical and horizontal lookups Working with date functions Using auditing features Testing for NA Using cell names to streamline your work
<b>Customizing the work area including:</b>	<b>Miscellaneous features including:</b>
Customizing the Quick Access toolbar Setting defaults with options and default template Creating styles Creating templates and forms Protecting your worksheets Using Data validation Creating lookups	A second look at pivot tables Creating pivot table from multiple ranges Modifying your pivot table Creating scenarios Using goal seek Tips and tricks Excel and the Internet