

Excel 07 Advanced : 1 Day

Excel 07 Advanced : 1 Day course details

Duration: 1 Day

you will learn to

- Use Excel as a manipulative database and import data using MS Query
- Create and use PivotTables and PivotCharts
- Create and run Macros
- Analyse data in your spreadsheet models using What-if tools including Data Tables, Goal Seek, Solver and Scenario Manager

the next step

Eager to learn more? We recommend:

- Excel 07 PivotTables
- Excel VBA Introduction

course dates

Visit www.TP3.com.au for our latest course schedule or call us on 1300 658 388.

This short course covers the must have skills for anyone who is short on time but wants to take their expertise to an advanced level. You will learn to import data from other sources, model your spreadsheets and analyse information using Goal Seek and Solver. You will also create Pivot Tables to visualise data and automate tasks with Macros.

The learning process

Before the course

We recommend this course as the next step on from our Excel Intermediate program. Before attending this course you should have prior knowledge of functions, formulas, database tools and charts.

Our Training Needs Analysis survey is available to help you determine which level of training is most suitable for your level of experience with this application. To access this contact us on 1300 658 388.

Prior to commencing the training, we provide pre-course material to reflect on and align your learning outcomes to the course content.

During the course

This course will enable you to import and work with data from other sources. You will perform modelling on your spreadsheets and analyse information to make sound decisions using powerful What-if Analysis tools including Goal Seek & Solver. You will also create Pivot tables and automate routine tasks using Macros and VBA.

After the course

This course includes an associated eLearning course, containing similar content to the course delivered in the classroom. After completing the course, you will now be able to refresh your knowledge by logging on to the relevant eLearning course.

We also provide post-course telephone support whenever you require it.

"I loved pivot tables and macros. This will save me heaps of time back at work."

"I found the trainer to be very pleasant and obviously interested in what she teaches. She gets the whole class involved, and her enthusiasm rubs off onto course participants."

Excel 07 Advanced : 1 Day course content

Importing Data from Other Applications

- Using Excel as a Database
- Advanced Filtering
- Database Functions
- Setting Up Microsoft Query
- Editing Queries with the Query Wizard
- Parameter Queries

PivotTables and PivotCharts

- Creating a PivotTable
- Adding, Deleting and Formatting PivotTable Fields
- Drilling Down
- Showing and Hiding PivotTable Data
- PivotCharts
- Modifying a PivotChart

What-if Analysis

- Introduction to What-if Analysis
- Data Tables
- Goal Seek
- Scenario Manager
- Solver

Introduction to Macros

- Introduction to Macros
- Planning Macros
- Recording Macros
- Running Macros
- Press Button Spreadsheets
- Adding Buttons to the Quick Access Toolbar
- Viewing and Editing Macros
- Visual Basic Window
- Editing Macros
- Relative and Absolute Recording

Customising this course for your business

TP3 can provide a range of consulting services to better meet your business needs, including closed courses for your organisation, customised course material relevant to your industry and requirements, and blended learning solutions.

Training needs analysis

To ensure participants are booked onto the correct Desktop programs, we offer a survey tool that will align participants to the correct course for their needs, based on their experience using an application. Your client manager will work closely with you to ensure that all staff are booked onto the right programs and offer you the most suitable solution each time - whether this be public course training, group sessions, and any other alternate methods of delivery that could also work for you at the time - such as online learning or one-on-one coaching.

Prepare-learn-apply-measure

TP3 has led the way in measuring return on investment for end-user applications training. We have developed and implemented our in-house Prepare-Learn-Apply-Measure (PLAM) system to provide our clients with return on investment information to assist them in gauging the success of our learning and development initiatives.

Prepare: Pre-work

Reflecting on and aligning learning outcomes.

Learn: During the course

Focusing on relevance to on-the-job outcomes.

Apply: Post-work

Action plans and post-work encourage follow up.

Measure: ROI

Calculate and report on some aspect of return on investment.

CPD points

Many professional institutions, industry bodies and associations require their members to undertake continuing professional development (CPD). This course may be recognised as contributing to your CPD. Please contact your professional institution to find out more.

Employability skills for nationally recognised training

A summary of the employability skills developed through qualifications can be downloaded from <http://employabilityskills.training.com.au>

For more information on this course, or to view the latest course schedule, visit our website www.TP3.com.au or call us on 1300 658 388.