



Microsoft Excel 2007 Workshops

Advanced

Introduction	Microsoft Excel 2007 is the world's leading Windows spreadsheets, combining worksheet, graphics and database functions with sophisticated presentation facilities.
Course aims	This intensive hands-on one-day training course has been designed to provide delegates with a solid understanding of advanced Excel tools and concepts in order to increase their knowledge and productivity.
Objectives	To consolidate exciting knowledge and extend awareness of Excel's advanced features. To understand how to produce data models using tools such as Scenario Manager and Pivot Tables. To take control of data entry by protecting and hiding cells.
Designed for	The course is intended for users with a good understanding of Microsoft Excel 2007 who want to expand on their capabilities in a short space of time. Delegates should have a good working knowledge and understanding of the concepts covered in the Introduction and Intermediate courses.
Duration	One day training course
Topics	Referencing different sheets in the same workbook Referencing external workbook files Lookup functions Logical functions Nested =IF functions Protecting cells and worksheets Hiding cells and sheets Toolbars Recording and Editing Macros
Follow up	Word 2007 or PowerPoint 2007 Advanced courses (1 day) Excel 2007 Macros and VBA Programming Introduction course (1 day)
Cost	£185 + vat per person (maximum 8 persons per course – inclusive of lunch)

For further information call

01252 406420

www.officetraininguk.co.uk