

Excel 2007: Power User + CertBlaster

Publisher: CourseILT

Code: 1423951050

ISBN: 1423951050

Version: 1

Course Length: 1-day (6 hours)

Prerequisites: Excel 2003: Level 3 or equivalent experience

What's in Excel 2007: Power User + CertBlaster:

This ILT Series course, rated 4.8/5.0 in overall quality by ProCert Labs, is designed to give experienced Excel users proficiency in how to use formulas, functions, arrays, and add-ins for manipulating and analyzing data. Comes with CertBlaster pre- and post-assessment software (download).

Topic-Level Outline

Unit 1 : Advanced formulas, functions, and arrays

*Topic A: * Text functions*

A-1: Using LEFT, MID, and CONCATENATE

*Topic B: * Date and time functions*

B-1: Using date and time formats

B-2: Using the NOW and DATE functions

B-3: Performing calculations on dates

B-4: Using the WORKDAY function

*Topic C: * Information functions*

C-1: Using IS functions

C-2: Using the CELL function

*Topic D: * Array formulas*

D-1: Using an array formula to multiply two ranges

D-2: Creating a multi-cell array formula

D-3: Summing cells based on logical tests in an array formula

D-4: Performing a logical OR test by using an array function

Unit 2 : Advanced editing and formatting

*Topic A: * The Paste Special command*

A-1: Copying formulas and values

A-2: Copying a validation

A-3: Applying a mathematical operation to copied data

A-4: Linking data

*Topic B: * The Go To Special dialog box*

B-1: Finding formulas that result in errors

B-2: Finding precedent and dependent cells

*Topic C: * Merging styles*

C-1: Copying styles between workbooks

*Topic D: * Additional chart formatting options*

D-1: Inserting a picture as a chart background

D-2: Creating a chart template

Unit 3 : Analyzing and sharing information

*Topic A: * Wizard add-ins*

A-1: Installing Add-ins

A-2: Using the Conditional Sum Wizard

A-3: Using the Lookup Wizard

*Topic B: * Solver models and reports*

B-1: Saving a problem model

B-2: Loading a problem model

B-3: Creating an Answer report

*Topic C: * Statistical analysis tools*

C-1: Measuring correlation of data

C-2: Calculating a moving average

*Topic D: * Embedding and linking*

D-1: Inserting an embedded object

D-2: Inserting a linked object

Unit 4 : Advanced customization

*Topic A: * Popular and Save options*

A-1: Setting a default font

A-2: Changing the default file format and location

A-3: Specifying Autorecover options

*Topic B: * Formulas options*

B-1: Limiting iterations

B-2: Changing error checking rules

*Topic C: * Automating Excel*

C-1: Using the AutoCorrect feature

C-2: Applying smart tags to cells

*Topic D: * Advanced options*

D-1: Entering a decimal point automatically as you

type

D-2: Displaying formulas instead of results