

Globe Training Centre – (GTC)

Advanced MS Excel 2007

(Curriculum)

Training Objective: To enable advance MS Excel 2007 product features for effective Business related problem solving and modeling.

Training Outcome: At successful completion participants will be able to use MS Excel 2007 advance features for business analysis and modeling practices. (Training sessions includes few real-word samples)

Prerequisites: Understanding of basic formula rules.

Content:

Formulas and Functions

- Database Functions (DSUM(), DAVERAGE(), DMAX(), DMIN(), and DCOUNT())
- Date and Time Functions
- Math and Trig Functions
- Basic Text Functions
- Basic Financial Functions (DB(), DDB(), FV())
- FORECAST(), FREQUENCY() and Information Functions

Database Management

- Creating and Editing a Database using Forms
- Sorting a Database
- Advanced Filter methods
- Creating Subtotals
- Import/ Export Data (with *.mdb files)
- Using Worksheet Data Validation

Charts

- Creating and Manipulating Charts
- Chart Conversion

Worksheet Macros

- Create, Edit and Assigning a Macro
- Using Macros with Form toolbar controls
- Macro security options
- Using VBA controls with Macros

(Continue...)

Content: (Continued)

Using Pivot Tables and Charts

- Create and Edit Pivot Table
- Creating a Pivot Table from consolidated worksheets
- Creating a Pivot Table from Pivot Tables
- Using Pivot Table Toolbar
- Using Macros with a Pivot Table

What If - Analysis

- Goal Seek
- Scenario Manager
- Solver

Using VBA Controls and Codes for Excel 2003

- Using Form Modules
- Objects and Methods

Use of MS Excel 2007 - Common Templates

Training Method: Instructor led practical sessions, and assignments.

Duration: 02 Days (08:30 a.m. - 05:00 p.m.)