EXCEL 2007
Advanced Level

OBJECTIVE
With the advanced level of Excel 2007, the participant will be able to solve complex problems in an autonomous and efficient manner.

TARGET CLIENTELE
Users with good basic knowledge and who use Excel for some time and who would like to be able to use more complex functions.

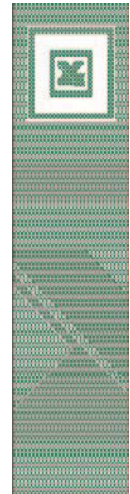## PREREQUISITE
Having taken the Excel course for intermediates

COURSE SYLLABUS

1. Review
- Review simple functions and equations
- Review relative and absolute references

2. Work with spreadsheets
- Add and delete a sheet
- Move or copy sheets
- 3D formulae
- Linking sheets and spreadsheets
- Using names
- Consolidation, plans

3. Advanced functions
- Round up, whole numbers, random numbers
- Index, lookup
- Date and time functions
- Financial functions

4. Formatting
- Conditional format of cells
- Format of personalized numbers
- Validate

5. Managing errors
- ISBLANK function
- IF, AND, OR functions

6. Matrix functions
- Rank, frequency
- Multiple and multidimensional operations

7. Data analysis
- Scenario manager
- Target value
- Solver
- Pivot tables

8. Lists
- Grid
- Sort
- Filter
- Personalized filters
- Elaborate filters

9. Controls
- The form tool bar
- Scroll lists, tic boxes, etc.
- Using controls

10. Security

- Templates
- Protect cells and sheets

11. Macros

- Recording macros
- Using macros