

Excel 2007

Advanced user

5 modules - 66 topics

What you should know, level 2

Verification of level 2 skills.

Displaying several lines of data in one cell
Copying the results of a calculation
Inserting and deleting sheets, sheet background
Simple conditions
Applying a conditional format
Naming a range of cells
Freezing a column/row on the screen
Repeating row/column headings on printed pages
Print area
Headers and footers
Data series and chart axes
Managing chart templates
Selecting and deleting objects
Modifying a text box
Formatting drawing objects
Summarising data with an outline
Attaching a comment to a cell
Blank cells and duplicates
Transfer, export: PDF, XPS, e-mail and Web page
Finalising a workbook

Total number of topics in the module: 20

Working environment (Level 3)

Assessment of advanced knowledge of the working environment.

Custom views
Discovering the SharePoint site
Working with workbooks on a SharePoint site
Managing versions of a workbook with SharePoint

Total number of topics in the module: 4

Workbooks (Level 3)

Assessment of advanced skills with workbooks.

Creating and customising a theme
Creating and working with templates
Modifying and deleting templates
Workbook properties
Protecting workbooks
Protecting specific cells
Sharing a workbook

Tracking changes in a workbook

Merging workbooks

Digital signatures

Total number of topics in the module: 10

Data (Level 3)

Assessment of advanced skills with data.

Custom formats

Validation criteria

Converting data

Creating a data series

Formula auditing

Evaluating formulas

The Watch Window

Criteria ranges

Filtering and extracting rows using a criteria range

Statistics with a criteria range

Pivot tables

Modifying a pivot table

Selecting, copying, moving or deleting a pivot table

Defining the layout and the presentation of a pivot

Lookup tables

Text functions

Time calculations

Date calculations

Condition with AND, OR, NOT

Nested conditions and conditional functions

Array formulas

Calculating with copied values

Consolidation

Financial functions

Double entry data table

Goal seek

The Solver

Managing scenarios

Importing data

Updating and managing imported data

Macros

Total number of topics in the module: 31

Graphics (Level 3)

Assessment of advanced skills with graphics.

Pivot charts

Total number of topics in the module: 1