



Working smarter, everyday!

Stepping up to 2007: Excel on Steroids

Enhance your Excel on Steroids skills to Microsoft Excel 2007 and learn the powerful new reporting functionality of Microsoft Excel 2007

Who will benefit by attending this course?

The course is aimed at people who would like to perform the tasks previously learnt on the Excel on Steroids 2003 workshops, in Microsoft Excel 2007.

Course Duration

Classroom - Full day (9:00 - 16:00)

Online - Self Paced (Full day classroom equivalent)

Summary of Workshop Content

- Using the new user interface, for example having a Ribbon with visible tabs
- Exploring the new features in the Office Button, including being able to save a workbook in a PDF format
- Using Conditional Formatting to identify duplicate items and certain transactions using Data Bars and Icon Sets
- Simplifying the creation of a PivotTable by using the improved Field List
- Learn to use the PivotTable Tools Option and Design tabs that have replaced the PivotTable Wizard and Toolbar
- Explore the easier functionality of the Page Layout Tab
- The Formulae tab gives you a visual display of the many Functions available as well as a new and improved Name Manager
- Learn how to remove duplicate items and circle invalid data
- Ensure certain cells cannot be selected and formulae protected by using worksheet protection
- Simplified method of recording, viewing, running and editing Macros