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## Microsoft Excel 2007

Duration: 5 Days    Course Code: APP076

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### Overview:

This course provides students with the knowledge and skills to use Microsoft Excel, Microsoft Excel is a spreadsheet program that lets you organize your data into lists and then summarize, compare, and present your data graphically. For example, you can have Excel find the sum, average, or maximum value for sales on a given day; create a graph showing what percentage of sales were in a particular range; and show how the total sales compared with the total sales of other days in the same week. In short, Excel saves you from having to create these summaries by hand.

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### Target Audience:

The audience of this course is everyone who needs to develop his knowledge about spreadsheet programs

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### Objectives:

- **New Features**
  - Results-oriented user interface
  - More rows and columns, and other new limits
  - Office themes and Excel styles
  - Rich conditional formatting
  - Easy formula writing
  - New OLAP formulas and cube functions
  - Improved sorting and filtering
  - Excel table enhancements
  - New look for charts
  - Shared charting
  - Easy-to-use PivotTables
  - Quick connections to external data
  - New file formats
  - Better printing experience
  - New ways to share your work
  - Quick access to more templates
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### Prerequisites:

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### Content:

- Getting to Know Excel
  - Setting Up a Workbook
  - Performing Calculations on Data
  - Changing Document Appearance
  - Focusing on Specific Data Using Filters
  - Combining Data from Multiple Sources
  - Reordering and Summarizing Data
  - Analyzing Alternative Data Sets
  - Creating Dynamic Lists with PivotTables
  - Creating Charts
  - Printing Data and/or Chart
  - Automating Repetitive Tasks with Macros
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## Further Information:

For More information, or to book your course, please call us on 00 20 (0) 2 2269 1982 or 16142

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