



Advanced Data Management with Microsoft Excel 2007

Duration: 7 hours

Objectives

This course is designed to enable you to sort, filter, and group and outline data so that you can focus on the key parts of your data. Validation features ensure that data is correct, that it is entered in the proper format, and that formulas are working correctly, all of which are incredibly important for maintaining accurate records. This course also explores organizing and subtotaling data in Excel 2007 using the available features.

Target Audience

The target students for this course are students who desire to gain the skills necessary to sort and filter data, use advanced formulas and analyze data efficiently.

Prerequisite

Good knowledge of spreadsheets and familiarity with the Microsoft Office work environment would be advantage.

Course Outline

Part 1 - Working with advanced formulas

- Using names
- Using decision-making functions
- Creating nested functions
- Using financial functions

Part 2 - Lookups and data tables

- Working with lookup functions
- Using MATCH and INDEX
- Creating data tables



Learning

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Part 3 - Advanced list management

- Creating and manipulating Excel 2007 Tables
- Creating subtotals
- Validating cell entries
- Exploring database functions
- Working with data forms

Part 4 - Using analytical options

- Working with Goal Seek and Solver
- Working with the Analysis Tool Pack
- Working with scenarios
- Working with views