

Excel 2007 Level 4

Working with Data Series

- Using the Series Command
- Creating a Linear Series
- Creating a Date Series
- Using a Stop Value
- Creating a Growth Trend Series
- Working with Data Series

Using Advanced Functions

- Using Lookup Functions
- Using the VLOOKUP Function
- Using the HLOOKUP Function
- Using the IF Function
- Using Nested IF Functions
- Using the ISERROR Function
- Using an AND Condition with IF
- Using an OR Condition with IF
- Using the ROUND Function
- Limiting the Precision of Numbers
- Using Advanced Functions

Creating/Revising PivotTables

- Creating a PivotTable Report
- Adding PivotTable Report Fields
- Selecting a Report Filter Field Item
- Refreshing a PivotTable Report
- Changing the Summary Function
- Adding New Fields to a PivotTable Report
- Moving PivotTable Report Fields
- Using Expand and Collapse Buttons
- Hiding/Unhiding PivotTable Report Items
- Deleting PivotTable Report Fields
- Creating Report Filter Pages
- Formatting a PivotTable Report
- Creating a PivotChart Report
- Publishing PivotTable Reports to the Web
- Creating/Revising PivotTables

Using Scenarios and Goal Seeking

- Using the Scenario Manager
- Creating a Scenario
- Displaying a Scenario
- Editing a Scenario
- Creating a Scenario Summary Report
- Using Goal Seek
- Using Scenarios and Goal Seeking

Using Data Tables

- Working with Data Tables
- Placing Formulas in Data Tables
- Creating a One-Variable Table
- Creating a Two-Variable Table
- Using Data Tables

Consolidating Worksheets

- Using Consolidated Worksheets
- Consolidating by Category
- Consolidating by Position
- Consolidating Worksheets

Solving Problems

- Using Solver
- Saving a Solution as a Scenario
- Restoring the Original Values
- Changing a Constraint
- Creating a Solver Report
- Viewing Solutions using Scenarios
- Solving Problems

Working with Views

- Using Views
- Creating a Normal View
- Creating a Custom View
- Displaying a View
- Deleting a Custom View
- Working with Views

Using Auditing Tools

- Showing Formulas
- Displaying/Removing Dependent Arrows
- Displaying/Removing Precedent Arrows
- Using the Trace Error Button
- Tracing Cells Causing Errors
- Using the Evaluate Formula Button
- Using the Error Checking Button
- Using the Watch Window
- Using Auditing Tools

Using Macros

- Defining Macros
- Changing Macro Security Settings
- Adding a Folder as a Trusted Location
- Opening a Workbook Containing Macros
- Running a Macro
- Using a Shortcut Key
- Displaying the Developer Tab
- Opening the Visual Basic Editor Window
- Using the Visual Basic Editor Window
- Using Macros

Recording Macros

- Recording a Macro
- Assigning a Shortcut Key
- Using Relative References
- Deleting a Macro
- Recording Macros

Editing Macros

- Writing a New Macro
- Entering Macro Comments
- Copying Macro Commands
- Editing Macro Commands
- Typing Macro Commands
- Running a Macro from the Code Window
- Editing Macros

Creating Macro Buttons

- Using a Macro Button
- Creating a Macro Button
- Copying a Macro Button
- Formatting a Macro Button
- Moving/Sizing a Macro Button
- Deleting a Macro Button
- Adding a Macro to the Quick Access Toolbar
- Changing a QAT Macro Button Image
- Deleting a Macro Button from the QAT
- Creating Macro Buttons