



**THE
ENTERPRISE
CENTRE**

**Excel 2007
Level 3**

1 Day

Workshop Goal

This **one day hands-on** workshop will teach participants how to utilize some of Excel's advanced features such as scenarios, consolidating worksheets and pivot tables. Participants will also learn how to create and run macros. The workshop will also show participants proper naming and assigning techniques, and editing the visual basic macros code. This workshop is for the Advanced Excel user:

Topic Outline

Sharing Workbooks
Using Advanced Functions
Working with Advanced Filters
Using Conditional and Custom Formats
Advanced Charting Features
Consolidating Worksheets
Creating / Revising Pivot Tables
Using Scenarios and Goal Seeking
Working with Views
Using Macros
Recording Macros
Editing Macros
Creating Macro Buttons

Recommended Prior Learning

Completion of the **Excel 2007 Level 1 and Level 2** workshop or equivalent knowledge.