



Excel 2007: Power User

Excel 2007: Power Users is designed to give experienced Excel users proficiency in how to use formulas, functions, arrays, and add-ins for manipulating and analyzing data.

Course Length

1 day

Prerequisites:

Excel 2007: Advanced or equivalent experience

Topics

Unit 1: Advanced formulas, functions, and arrays

Topic A: Text functions

Topic B: Date and time functions

Topic C: Information functions

Topic D: Array formulas

Unit 2: Advanced editing and formatting

Topic A: The Paste Special command

Topic B: The Go To Special dialog box

Topic C: Merging styles

Topic D: Additional chart formatting options

Unit 3: Analyzing and sharing information

Topic A: Wizard add-ins

Topic B: Solver models and reports

Topic C: Statistical analysis tools

Topic D: Embedding and linking

Unit 4: Advanced customization

Topic A: Popular and Save options

Topic B: Formulas options

Topic C: Automating Excel

Topic D: Advanced options