



Duration: 1 day

Outcome: *Microsoft Excel 2007 Level 3* focuses on the more advanced features of Excel 2007. Advanced analysis tools, especially pivot tables, Solver, outlining and summarising are covered, as are some key automation features such as Macros.

Content:

- Lookup Functions
- Setting Excel Options
- Chart Object Formatting
- Labels And Names
- Protecting Data
- Summarising And Subtotalling
- Data Linking
- Data Consolidation
- PivotTables
- PivotTable Techniques
- PivotCharts
- Goal Seeking
- Grouping And Outlining
- Solver
- Recorded Macros
- Recorder Workshop