Microsoft Office Excel 2007 Level 4

Course Summary

Description

You are a relatively proficient user of Microsoft Office Excel 2007, and you now wish to take advantage of the advanced features and techniques used in Microsoft Office Excel 2007. Excel has many tools and functions that help you in analyzing varied data to make decisions having large scale implications on profitability, be it in the domain of sales, project management, credit, equities, futures, options, currency, and so on. In this course, you will use the advanced features of Microsoft Office Excel 2007 to attain a high degree of proficiency as an Excel power user.

Objectives

At the end of this course, students will be able to:

- Forecast data using functions.
- Analyze data using the data analysis tools in Microsoft Office Excel 2007.
- Make investment decisions using the financial functions in Microsoft Office Excel 2007.
- Examine data using math functions in Microsoft Office Excel 2007.
- Manipulate data using text and information functions in Microsoft Office Excel 2007.
- Create templates and work with the advanced chart options.
- Manage data in Excel workbooks.

Topics

- Manipulating Data Using Statistical and Lookup Functions
- Analyzing Data Using Data Analysis Tools
- Working with Data Using Financial Functions
- Examining Data Using Math Functions
- Manipulating Data Using Text and Information Functions
- Working with Templates and Charts
- Managing Data in Workbooks

Audience

This course is designed for advanced Microsoft Office Excel professionals who may work or be interested in the domain of finance, statistics, project analysis, and market analysis including the fields of micro- and macro-economics.

Prerequisites

Students should have 2007 knowledge, including how to create, edit, format, and print worksheets that include charts and sorted and filtered data is required. You should also know how to write and edit simple formulas. To ensure your success, we recommend the following courses, or equivalent knowledge:

- Microsoft Office Excel 2007: Level 1
- Microsoft Office Excel 2007: Level 2
- Microsoft Office Excel 2007: Level 3

Duration

One day

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... to Your Success!"

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Course Outline

I. Manipulating Data Using Statistical and Lookup Functions
- A. Forecast GDP Using Statistical Functions
- B. Evaluate Sales Data Using Statistical Functions
- C. Analyze Stock Data Using Statistical Functions
- D. Mine Data Using the Lookup and Reference Functions

II. Analyzing Data Using Data Analysis Tools
- A. Analyze Sales Data Using Descriptive Statistics
- B. Analyze Time Series Data Using Exponential Smoothing
- C. Analyze Data Using Regression
- D. Identify Beta Value of a Security
- E. Analyze Sector Data Using Correlation and Covariance Matrix
- F. Optimize Stock Portfolio Using Solver

III. Working with Data Using Financial Functions
- A. Develop an Investment Schedule Using Financial Functions
- B. Make Investment Decisions Using Financial Functions

IV. Examining Data Using Math Functions
- A. Analyze Sales Data Using Math Functions
- B. Calculate Stock Returns Using Math Functions
- C. Aggregate GDP Data Using Math Functions

V. Manipulating Data Using Text and Information Functions
- A. Manipulate Data Using Text Functions
- B. Validate Data Using Information Functions

VI. Working with Templates and Charts
- A. Create Advanced Templates
- B. Create Advanced Charts

VII. Managing Data in Workbooks
- A. Retrieve and Paste Data
- B. Determine the Conditional Sum
- C. Identify Specific Data Using the Lookup Wizard
- D. Clean Data in Workbooks

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