

Advanced Module “Microsoft Excel 2007”

Course Goal

Learn all the features of Excel 2007 and how to use the application efficiently.

Course Content

- What is Excel?
- Starting the program and the user interface
- Working with cells
- Entering and editing data
- Moving, copying and deleting cell contents
- Style and alignment
- Column width and cell height
- Number formats
- User-defined number formats
- Patterns and frames
- Renaming and inserting worksheets
- Moving and copying worksheets
- Locking windows
- Creating and editing formulas
- Formulas with cell references
- Relative reference
- Absolute reference
- Simple functions (TOTAL, MIN, MAX, AVERAGE, COUNT)
- Using the date and time function
- The IF function
- VLOOKUP
- Working with matrices
- Nested functions
- Creating and editing diagrams
- Inserting and editing graphics
- Filtering data records
- Printing with Excel
- Managing workbooks
- Protecting cells
- VBA elements

Course Length

32 instructional units

Course Price

Available on request

Course Location:

Kapsch Partner Solutions GmbH, Johann-Hoffmann-Platz 9, 1120 Vienna or
at customer site, by agreement

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