

Excel 2007 - Level 4

Days of Training: 1

Overview

In this course, students will use the advanced features of Microsoft® Office Excel® 2007 to attain a high degree of proficiency as an Excel power user.

Prerequisites

Excel 2007 - Level 2
Excel 2007 - Level 3
Excel 2007 - Level 1

Lesson 1: Manipulating Data Using Statistical and Lookup Functions

Forecast GDP Using Statistical Functions
Evaluate Sales Data Using Statistical Functions
Analyze Stock Data Using Statistical Functions
Mine Data Using the Lookup and Reference Functions

Lesson 2: Analyzing Data Using Data Analysis Tools

Analyze Sales Data Using Descriptive Statistics
Analyze Time Series Data Using Exponential Smoothing
Analyze Data Using Regression
Identify Beta Value of a Security
Analyze Sector Data Using Correlation and Covariance Matrix
Optimize Stock Portfolio Using Solver

Lesson 3: Working with Data Using Financial Functions

Develop an Investment Schedule Using Financial Functions
Make Investment Decisions Using Financial Functions

Lesson 4: Examining Data Using Math Functions

Analyze Sales Data Using Math Functions
Calculate Stock Returns Using Math Functions
Aggregate GDP Data Using Math Functions

Lesson 5: Manipulating Data Using Text and Information Functions

Manipulate Data Using Text Functions
Validate Data Using Information Functions

Lesson 6: Working with Templates and Charts

Create Advanced Templates
Create Advanced Charts

Lesson 7: Managing Data in Workbooks

Retrieve and Paste Data
Determine the Conditional Sum
Identify Specific Data Using the Lookup Wizard
Clean Data in Workbooks

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