



To register or for more information call our office (208) 898-9036 or email [register@leapfoxlearning.com](mailto:register@leapfoxlearning.com)

## Microsoft Office Excel 2007: Level 4

### Course Specifications

Software: Microsoft® Office Excel® 2007

Course length: 1.0 day(s)

### Course 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.

**Course Objective:** You will use the advanced features of Microsoft® Office Excel® 2007 to attain a high degree of proficiency as an Excel power user.

**Target Student:** 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:** Excel 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 Element K courses, or equivalent knowledge:

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

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

### **Hardware Requirements**

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware configuration:

- 1 GHz Pentium-class processor or faster
- Minimum 256 MB of RAM (512 MB of RAM recommended)
- 10 GB hard disk or larger (at least 1 GB of free hard disk space available for the Office installation)
- CD-ROM drive
- Keyboard and mouse or other pointing device
- VGA or higher video adapter and monitor (1024 x 768 resolution monitor recommended)
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Projection system to display the instructor's computer screen

### **Platform Requirements**

- Microsoft® Windows XP Professional with SP2 and Windows Server 2003 with SP1, Standard or Enterprise edition

### **Software Requirements**

- Microsoft® Office Professional Edition 2007

### **Performance-Based Objectives**

Upon successful completion 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.

## **Course Content**

### **Lesson 1: Manipulating Data Using Statistical and Lookup Functions**

- Topic 1A: Forecast GDP Using Statistical Functions
- Topic 1B: Evaluate Sales Data Using Statistical Functions
- Topic 1C: Analyze Stock Data Using Statistical Functions
- Topic 1D: Mine Data Using the Lookup and Reference Functions

### **Lesson 2: Analyzing Data Using Data Analysis Tools**

- Topic 2A: Analyze Sales Data Using Descriptive Statistics
- Topic 2B: Analyze Time Series Data Using Exponential Smoothing
- Topic 2C: Analyze Data Using Regression
- Topic 2D: Identify Beta Value of a Security
- Topic 2E: Analyze Sector Data Using Correlation and Covariance Matrix
- Topic 2F: Optimize Stock Portfolio Using Solver

### **Lesson 3: Working with Data Using Financial Functions**

- Topic 3A: Develop an Investment Schedule Using Financial Functions
- Topic 3B: Make Investment Decisions Using Financial Functions

### **Lesson 4: Examining Data Using Math Functions**

- Topic 4A: Analyze Sales Data Using Math Functions
- Topic 4B: Calculate Stock Returns Using Math Functions
- Topic 4C: Aggregate GDP Data Using Math Functions

### **Lesson 5: Manipulating Data Using Text and Information Functions**

- Topic 5A: Manipulate Data Using Text Functions

Topic 5B: Validate Data Using Information Functions

**Lesson 6: Working with Templates and Charts**

Topic 6A: Create Advanced Templates

Topic 6B: Create Advanced Charts

**Lesson 7: Managing Data in Workbooks**

Topic 7A: Retrieve and Paste Data

Topic 7B: Determine the Conditional Sum

Topic 7C: Identify Specific Data Using the Lookup Wizard

Topic 7D: Clean Data in Workbooks

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