

Become an Excel 2007 Power User

Length: 1 day

[View Upcoming Course Dates](#)

Target Audience

In your role, you perform accounting, financial and clerical tasks related to the efficient maintenance and processing of accounting transactions. You are the front-line contact who can handle a large amount of paperwork generated by multiple departments and various accounting functions.

Learning Goal

The objective of this 1-day workshop is to help individuals in accounting roles learn advance functions of MS Excel 2007 such as analyzing pivot tables, what-if scenarios and other advanced formulas. After this workshop, individuals should be able to efficiently use Excel to increase the user productivity.

Possible Role Names

Accounts Payable Clerk
Accounts Receivable Clerk
Accounting/Payroll Specialist
Bookkeeper

Next Possible Role Names

Accounts Payable Supervisor/Manager
Accounts Receivable Supervisor/Manager
Accounting Coordinator

Objectives

- Increase/upgrade knowledge of Excel's function for accounting purposes
- Increase productivity through closure of knowledge gap

Pre-requisites

Students should have [Excel 2007 Level 1 class](#) or equivalent knowledge (approximately 1 year experience with Excel). Students should already have prior knowledge on how to work through worksheets, do basic calculation, format worksheets and print workbooks.

Pricing

Service	Retail Price	Vouchers
Open Enrolment (manual included) <i>*Eligible for gov't discount</i>	\$495/ student	2
Dedicated class at customer site <ul style="list-style-type: none"> • Up to 8 students and \$299/additional student 	\$2000	10
Dedicated class at New Era site <ul style="list-style-type: none"> • Up to 8 students and \$299/additional student 	\$2750	13

For Dedicated classes, we can customize the content of the learning plan to match your organization's unique learning needs.

Terms & Conditions: Pricing is not eligible for New Era promotions or discounts. Manuals are not included and are an additional charge of \$40/student unless otherwise noted. Voucher term above refers to New Era Application Training Vouchers.

Become an Excel Power User Learning Plan

Become an Excel Power User

Calculating Data with Advanced Formulas

- Manage Cell and Range Names
- Calculate Data Across Worksheets
- Use Specialized Functions
- Analyze Data with Logical and Lookup Functions

Organizing Worksheet and Table Data

- Create and Modify Tables
- Format Tables
- Sort or Filter Worksheet or Table Data
- Calculate Data in a Table or Worksheet

Presenting Data Using Charts

- Create a Chart
- Modify Charts
- Format Charts

Analyzing Data Using PivotTables and PivotCharts

- Create a PivotTable Report
- Analyze Data Using PivotCharts

Customizing & Enhancing Workbooks and the Excel Environment

- Customize the Excel Environment
- Customize Workbooks
- Manage Themes
- Create and Use Templates

Auditing Worksheets

- Trace Cell Precedents
- Trace Cell Dependents
- Troubleshoot Errors in Formulas
- Troubleshoot Invalid Data and Formulas
- Watch and Evaluate Formulas
- Create a Data List Outline

Analyzing Data

- Create a Trendline
- Create Scenarios
- Perform What-If Analysis
- Perform Statistical Analysis with the Analysis ToolPak

Working with Multiple Workbooks

- Create a Workspace
- Consolidate Data
- Link Cells in Different Workbooks
- Edit Links

For Dedicated classes, we can customize any of the content of the learning plan to match your organization's unique learning needs.