



Essential Upgrade to Excel 2007/10

Faced with the prospect of losing hours of productivity when upgrading to Excel 2007 or 2010? This short pre-course covers the key points of the upgrade. This very practical course covers the upgrade skills **you'll need to perform your job and nothing you don't!**

The upgrade from Excel 2003 to 2007 and to the latest, 2010 was one of the most significant changes for Excel users yet. Reduce frustration and increase productivity by quickly coming to grips with the key changes and how they will affect you in your everyday work.

Designed as a short "bolt-on" pre-course to other courses in the Essential Excel series, this brief overview of the key changes between versions is specifically designed for those who don't have time to sit through extensive Excel "how to" training.

Practice your newly acquired upgraded skills by following the Essential Upgrade course with one of the Excel courses in the Essential Excel series which will arm you with a range of tools, techniques and formulas essential for your job. Alternatively follow on with a Financial Modelling, Data Analysis or Budgeting & Forecasting course, or customise your own course.

Prerequisites

The course material includes extensive use of Excel and participants will gain the maximum benefit from this course if they are already using spreadsheets. It is designed for users who are already using Excel and need to understand the key points of the upgrade. They should use (or will use) Excel on a semi-regular basis, and are comfortable with using its basic tools and functions.

At minimum, it is assumed that participants will know how to:

- Navigate confidently in Excel
- Create and use simple formulas
- Link between workbooks



Who should Attend?

This course is for Excel users who don't have time to muddle through all the new features and who need to quickly come to grips with the key changes between versions. The course can be run using either 2007 or 2010, and it is suitable for 2003 users who are upgrading to 2007 or 2010.

Course Content

Key Upgrade Features

- Why the big change?
- File types and size capabilities
- Compatibility checker

Navigating the Ribbon

- Finding your way around the Ribbon
- Live Preview
- Customising the Ribbon

New Tools & Functions

- Using themes, colours & styles
- Useful new functions such as SUMIFS, IFERROR, XPNV & EOMONTH
- Conditional Formatting; Data bars, Icon sets & Colour scales
- Sparklines (new to 2010)

Advanced Tools

- Name Manager
- Coming to grips with the new Pivot Table
- Changes to Macros
- Other new & enhanced features; remove duplicates, auto-filters etc.

Charting in New Excel

- Chart types
- The layout ribbon
- Charting templates, colours and themes