



## Enhanced Network Solutions Group

Systems Integration • Learning Solutions • CIO Consulting  
Managed Outsourcing • Healthcare Solutions • Security Solutions

7224 Engle Road - Fort Wayne, IN 46804 - Phone: (260) 432-1364 - Fax: (260) 432.3168

# Excel 2007/2010: Power User

MS-EX-POU-AX Rev 01.12

## 1 day

### Description

This ILT Series course teaches advanced users of Excel more complex formulas, functions, and arrays, and covers more advanced editing and formatting options, such as using the Paste Special command to copy validations and link data. Students will learn about various analysis tools such as Wizards, problem models, and methods for correlating data. Finally, they will learn advanced customization techniques by changing default settings and automating selected features.

### Prerequisites

- *Windows XP: Basic, Windows Vista: Basic, or Windows 7: Basic*
- *Excel 2007/2010: Basic*
- *Excel 2007/2010: Intermediate*
- *Excel 2007/2010: Advanced*

### Course Outline

#### **Unit 1: Advanced formulas, functions, and arrays**

Topic A: Text functions

Topic B: Date and time functions

Topic C: Information functions

Topic D: Array formulas

#### **Unit 2: Advanced editing and formatting**

Topic A: The Paste Special command

Topic B: The Go To Special dialog box

Topic C: Merging styles

Topic D: Additional chart formatting

#### **Unit 3: Analyzing and sharing information**

Topic A: Wizard add-ins (available in 2007 only)

Topic B: Solver models and reports

Topic C: Statistical analysis tools

Topic D: Embedding and linking

#### **Unit 4: Advanced customization**

Topic A: Popular and Save options

Topic B: Formulas options

Topic C: Automating Excel

Topic D: Advanced options



Advanced Infrastructure Solutions  
Information Worker Solutions  
Learning Solutions  
Unified Communication Solutions



Visit us online at [www.ensi.com](http://www.ensi.com)