

# Microsoft Excel 2007 Advanced for Real Estate Professionals

**Intended Audience:** Real Estate Professionals that would like to use some of the more advanced features of Microsoft Excel 2007 to manipulate real estate data. This class assumes moderate knowledge of Microsoft Excel or attendance of the Microsoft Excel 2007 Essentials class.

**Duration:** 3 hours

**Versions:** Microsoft Excel 2007

## Course Outline

### I. Charting Real Estate Sales Data (50 minutes)

- A. Overview of the charting process
- B. Understanding data series and axes
- C. Creating a chart from real estate sales data
- D. Adding additional data series to the chart
- E. Moving the chart to its own worksheet
- F. Understanding, selecting, and editing chart elements
- G. Creating a Custom Chart Type
- H. Applying various Chart Types to real estate sales data

### II. Applying Excel Database Features to Real Estate Data (50 minutes)

- A. Sorting, Filtering, and Subtotaling real estate data
- B. Spotting trends in real estate data using Conditional Formatting
- C. Applying Excel Database Functions to real estate data

### III. Summarizing Real Estate Data with Pivot Tables and Pivot Charts (50 minutes)

- A. Overview of Pivot Tables
- B. Using an existing Pivot Table
- C. Creating a Pivot Table based on real estate sales data
- D. Adding and moving Pivot Table fields
- E. Pivot Chart overview
- F. Creating a Pivot Chart from an existing Pivot Table
- G. Filtering a Pivot Chart