



Excel 2007 Advanced

What's in Excel 2007: Students will work with advanced formulas, as well as lookup functions such as VLOOKUP, MATCH, and INDEX. In addition, students will learn about data validation and database functions such as DSUM. They will learn how to work with PivotTables and PivotCharts, how to import and export data, and how to query external databases. Finally, students will learn about the analytical features of Excel (such as Goal Seek and Solver), running and recording macros, and sharing Excel.

Course Length

Days: 1

Prerequisites

Excel 2007: Intermediate or equivalent experience

Topics

Unit 1: Advanced functions

Topic A: Logical functions

Topic B: Math and statistical functions

Topic C: Financial functions

Topic D: Displaying and printing formulas

Unit 2: Lookups and data tables

Topic A: Using lookup functions

Topic B: Using MATCH and INDEX

Topic C: Creating data tables

Unit 3: Advanced list management

Topic A: Validating cell entries

Topic B: Exploring database functions

Unit 4: PivotTables and PivotCharts

Topic A: Working with PivotTables

Topic B: Rearranging PivotTables

Topic C: Formatting PivotTables

Topic D: PivotCharts



Unit 5: Exporting and importing

Topic A: Exporting and importing text files

Topic B: Exporting and importing XML data

Topic C: Querying external databases

Unit 6: Analytical options

Topic A: Goal Seek and Solver

Topic B: The Analysis ToolPak

Topic C: Scenarios

Topic D: Views Excel 2007 Advanced Topic-Level Outline

Unit 7: Macros and custom functions

Topic A: Running and recording a macro

Topic B: Working with VBA code

Topic C: Creating functions

Unit 8: Conditional formatting and SmartArt

Topic A: Conditional formatting with graphics

Topic B: SmartArt graphics