

Excel 2007: Advanced

1 day

Description

This ILT Series course builds on the skills and concepts taught in Excel 2007: Intermediate. 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 data via the Web.

Designated as Approved Courseware for the Microsoft Certified Application Specialist program, this course will help students prepare for the Excel 2007 exam (77-602). For comprehensive certification training, students should complete Excel 2007: Basic, Intermediate, and Advanced.

Prerequisites

- *Windows XP: Basic or Windows Vista: Basic*
- *Excel 2007: Basic*
- *Excel 2007: Intermediate*

Course Outline

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

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