

Excel 2007

Advanced

Topic-Level Outline

Days: 1

Prerequisites: Excel 2007: Intermediate or equivalent experience

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 Pivot Charts

Topic A: Working with PivotTables

Topic B: Rearranging PivotTables

Topic C: Formatting PivotTables

Topic D: Pivot Charts

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 Tool Pak

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 Smart Art

Topic A:Conditional formatting with graphics

Topic B:Smart Art graphics