

Excel 2007: Advanced

1 Day

Description

Training in and use of Microsoft® Office Excel® 2007 has provided you with a solid foundation in the basic and intermediate skills for working in Excel. You have used Excel to perform tasks such as running calculations on data and sorting and filtering numeric data. In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Excel by automating some common tasks, applying advanced analysis techniques to more complex data sets, collaborating on worksheets with others, and sharing Excel data with other applications.

Target Student:

This course was designed for students desiring to gain the skills necessary to create macros, collaborate with others, audit and analyze worksheet data, incorporate multiple data sources, and import and export data. In addition, the course is also for students desiring to prepare for the Microsoft Certified Application Specialist exam in Microsoft® Office Excel® 2007, and who already have knowledge of the basics of Excel, including how to create, edit, format, and print worksheets that include charts and sorted and filtered data.

Prerequisites

To ensure your success, we recommend you first take the following ExecuTrain courses or have equivalent knowledge:

- ✓ Microsoft® Office Excel® 2007 Basic
- ✓ Microsoft® Office Excel® 2007 Intermediate

Certification

This course is one of a series of ExecuTrain courseware titles that addresses Microsoft Certified Application Specialist (MCAS) skill sets. The Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Microsoft Certified Application Specialist certification.

Objectives

Upon successful completion of this course, students will be able to:

- ✓ increase productivity and improve efficiency by using advanced functions and formulas
- ✓ Use lookup functions and create data tables
- ✓ collaborate with others using workbooks
- ✓ explore database functions
- ✓ work with Pivot Tables and Pivotcharts
- ✓ Export and Import text and XML data
- ✓ Working with macros
- ✓ Formatting with graphics

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