



Excel 2003: Advanced

Topic-Level Outline

Days: 1

Prerequisites: *Excel 2003: Intermediate* or equivalent experience

Unit 1: Working with advanced formulas

Topic A: Using names

Topic B: Using decision-making functions

Topic C: Creating nested functions

Topic D: Using financial functions

Unit 2: Lookups and data tables

Topic A: Working with lookup functions

Topic B: Using MATCH and INDEX

Topic C: Creating data tables

Unit 3: Advanced list management

Topic A: Creating subtotals

Topic B: Validating cell entries

Topic C: Exploring database functions

Topic D: Working with data forms

Unit 4: Working with PivotTables and PivotCharts

Topic A: Working with PivotTables

Topic B: Rearranging PivotTables

Topic C: Formatting PivotTables

Topic D: Working with 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: Using analytical options

Topic A: Working with Goal Seek and Solver

Topic B: Working with the Analysis ToolPak

Topic C: Working with scenarios

Topic D: Working with views

Unit 7: Working with macros

Topic A: Running and recording a macro

Topic B: Working with VBA code

Topic C: Function procedures

Unit 8: Interactive Web pages

Topic A: Creating interactive Web spreadsheets

Topic B: Publishing PivotTables on the Web

Unit 9: Using SharePoint services

Topic A: Document Workspaces

Appendix A: Smart documents

Topic A: Discussing smart documents

Appendix B: Microsoft Office Specialist exam objectives maps

Topic A: Specialist exam objectives

Topic B: Expert exam objectives