



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 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