

Excel 2007 - Advanced	
Overview	Students will learn further concepts and skills for using Excel 2007.
Pre-requisite	<p>Students enrolling in this course should understand the basic concepts involved in working with a personal computer (PC), Windows 2000 / XP / Vista or equivalent knowledge.</p> <p>Excel 2007: Intermediate or equivalent experience</p>
Delivery Method	Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.
Performance based objectives	<p>Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:</p> <ul style="list-style-type: none"> • Use the IF nested IF, SUMIF, ROUND, PMT, VLOOKUP, MATCH, INDEX functions. • Use data tables. • Use the Data Validation feature to validate data entered in cells; and use database functions to summarize list values that meet criteria you specify. • Create and modify a PivotTable; change views; and create a PivotChart. • Export data from Excel to a text file, and import data from a text file into an Excel workbook. • Use the Goal Seek and Solver utilities; create scenarios; and create views. • Run and record a macro; assign a macro to a button • Applying three forms of conditional formatting: data bars, colour scales, and icon sets; and insert and modify SmartArt graphics.

Topics covered in the comprehensive manual

Advanced functions

Logical functions
 Math and statistical functions
 Financial functions
 Displaying and printing formulas

Lookups and data tables

Using lookup functions
 Using MATCH and INDEX
 Creating data tables

Advanced list management

Validating cell entries
 Exploring database functions

PivotTables and PivotCharts

Working with PivotTables
 Rearranging PivotTables
 Formatting PivotTables
 PivotCharts

Exporting and importing

Exporting and importing text files
 Exporting and importing XML data
 Querying external databases

Analytical options

Goal Seek and Solver
 The Analysis ToolPak
 Scenarios
 Views

Macros and custom functions

Running and recording a macro
 Working with VBA code
 Creating functions

Conditional formatting and SmartArt

Conditional formatting with graphics
 SmartArt graphics