

Microsoft Office Excel 2007: Advanced

- **Course Length:** 1 Day

Course Overview

This course builds on the skills and concepts taught in Excel 2007: Intermediate. Students will work with advanced formulas, as well as lookup functions such as VLOOKUP, MATCH, and INDEX. In addition, students will learn about data validation and database functions such as DSUM. They will learn how to work with PivotTables and PivotCharts, how to import and export data, and how to query external databases. Finally, students will learn about the analytical features of Excel (such as Goal Seek and Solver), running and recording macros, and sharing Excel data via the Web.

For comprehensive certification training, students should complete Excel 2007: Basic, Intermediate, and Advanced.

Course Overview

Course Introduction

4m

Course Introduction

Unit 01 - Advanced Functions

53m

Topic A: Logical Functions

The IF Function

Demo - A-1: Using the IF Function

AND, OR, and NOT Functions

Demo - A-2: Using OR, AND, and NOT as Nested Functions

Nested IF Functions

Demo - A-3: Using Nested IF Functions

The IFERROR Function

Demo - A-4: Using the IFERROR Function

Topic B: Math and Statistical Functions

The SUMIF Function

Demo - B-1: Using SUMIF

The COUNTIF Function

SUMIFS, COUNTIFS, AVERAGEIFS

Demo - B-4: Using SUMIFS, COUNTIFS, and AVERAGEIFS

The ROUND Function

Evaluate Formula Dialog Box

Demo - B-5: Using ROUND

Topic C: Financial Functions

The PMT Function

Demo - C-1: Using the PMT Function

Topic D: Displaying and Printing Formulas

Displaying Formulas in Cells

Hiding Formulas from Users
Showing Hidden Formulas
Unit 01 Review

Unit 02 - Lookups and Data Tables

25m

Topic A: Using Lookup Functions

The HLOOKUP Function
The VLOOKUP Function
Demo - A-1: Examining VLOOKUP
VLOOKUP for Exact Matches
VLOOKUP for Approximate Matches
Demo - A-4: Using HLOOKUP for Exact Matches
HLOOKUP for Approximate Matches
Demo - A-5: Using HLOOKUP for Approximate Matches

Topic B: Using MATCH and INDEX

The MATCH Function
Demo - B-1: Using the MATCH Function
The INDEX Function
Demo - B-2: Using the INDEX Function

Topic C: Creating Data Tables

One-Variable Data Tables
Two-Variable Data Tables
Demo - C-2: Creating a Two-Variable Data Table
Unit 02 Review

Unit 03 - Advanced List Management

12m

Topic A: Validating Cell Entries

Validating Data
Setting Data Validation Rules
Demo - A-2: Setting Up Data Validation

Topic B: Exploring Database Functions

Structure of Database Functions
Demo - B-1: Examining the Structure of Database Functions
DSUM and DAVERAGE
Unit 03 Review

Unit 04 - PivotTables and PivotCharts

16m

Topic A: Working with PivotTables

A Sample PivotTable
Creating a PivotTable
Demo - A-1: Creating a PivotTable
Adding Fields
Demo - A-2: Adding Fields to a PivotTable

Topic B: Rearranging PivotTables

Moving Fields
Hiding and Showing Details

Refreshing Data

Topic C: Formatting PivotTables

Using Styles

Demo - C-1: Formatting by Using a Pivot Style

Changing Field Settings

Value Field Settings Dialog Box

Demo - C-2: Changing Field Settings

Topic D: PivotCharts

Creating PivotCharts

Unit 04 Review

Unit 05 - Exporting and Importing

36m

Topic A: Exporting and Importing Text Files

The Save As Command

Importing Data

The Text Import Wizard

Demo - A-2: Importing Data from a Text File into a Workbook

Converting Text to Columns

Demo - A-3: Converting Text to Columns

Removing Duplicates

Demo - A-4: Removing Duplicate Records

Topic B: Exporting and Importing XML Data

The XML Source Task Pane

Demo - B-1: Using the XML Source Task Pane

Importing XML Data

Demo - B-2: Importing XML Data into a Workbook

Exporting Data to an XML File

Demo - B-3: Exporting Data from a Workbook to an XML Data File

Deleting XML Maps

Demo - B-4: Deleting an XML Map

Topic C: Querying External Databases

Using Microsoft Query

Using Microsoft Query, Continued

Demo - C-1: Using Microsoft Query to Get Data from an External Database

Web Query

Retrieving Data from a Web page

Demo - C-3: Using a Web Query to Get Data from the Web

Unit 05 Review

Unit 06 - Analytical Options

40m

Topic A: Goal Seek and Solver

Using the Goal Seek Utility

The Goal Seek Dialog Box

Demo - A-1: Using Goal Seek to Solve for a Single Variable

Adding in Add-Ins

The Add-Ins Dialog Box

Demo - A-2: Installing Solver and the Analysis ToolPak

Solver Parameters Dialog Box

Demo - A-3: Using Solver to Solve for Multiple Variables

Topic B: The Analysis ToolPak

Using the Sampling Analysis Tool
Demo - B-1: Using the Sampling Analysis Tool

Topic C: Scenarios

Creating a Scenario
Demo - C-1: Creating Scenarios
Switching Among Scenarios
Merging Scenarios

Topic D: Views

Creating Views
Demo - D-1: Creating Views
Switching Among Custom Views
Demo - D-2: Switching Among Views
Unit 06 Review

Unit 07 - Macros and Custom Functions

22m

Topic A: Running and Recording a Macro

Running Macros
Recording Macros
Demo - A-2: Recording a Macro
Assigning Macros to Buttons

Topic B: Working with VBA Code

VBA Code
Observing VBA Code
Demo - B-1: Observing a VBA Code Module
Example of Editing VBA Code
Demo - B-2: Editing VBA Code

Topic C: Creating Functions

Function Procedures
Function Procedures (eNotes)
Unit 07 Review

Unit 08 - Conditional Formatting and SmartArt

25m

Topic A: Conditional Formatting with Graphics

Data Bars
Demo - A-1: Creating Data Bars
Color Scales
Demo - A-2: Using Color Scales
Icon Sets
Demo - A-3: Creating Icon Sets

Topic B: SmartArt Graphics

Starting SmartArt Formats
Demo - B-1: Inserting a SmartArt Graphic
SmartArt with 3-D Effects
Demo - B-2: Modifying a SmartArt Graphic
Unit 08 Review
Course Closure

Total Duration: 3h 54m