



Course Title: Microsoft Excel 2007- Advanced

Duration: 12

Course Outline:

Advanced functions

Topic A: Logical functions

- A-1:** Using the IF function
- A-2:** Using OR, AND, and NOT as nested functions
- A-3:** Using nested IF functions
- A-4:** Using the IFERROR function

Topic B: Math and statistical functions

- B-1:** Using SUMIF
- B-2:** Using COUNTIF
- B-3:** Using AVERAGEIF
- B-4:** Using SUMIFS, COUNTIFS, and AVERAGEIFS
- B-5:** Using ROUND

Topic C: Financial functions

- C-1:** Using the PMT function

Topic D: Displaying and printing formulas

- D-1:** Showing, printing, and hiding formulas

Lookups and data tables

Topic A: Using lookup functions

- A-1:** Examining VLOOKUP
- A-2:** Using VLOOKUP to find an exact match
- A-3:** Using VLOOKUP to find an approximate match
- A-4:** Using HLOOKUP for exact matches
- A-5:** Using HLOOKUP for approximate matches

Topic B: Using MATCH and INDEX

- B-1:** Using the MATCH function
- B-2:** Using the INDEX function

Topic C: Creating data tables

- C-1:** Creating a one-variable data table
- C-2:** Creating a two-variable data table

Advanced list management

Topic A: Validating cell entries

- A-1:** Observing data validation
- A-2:** Setting up data validation

Topic B: Exploring database functions

- B-1:** Examining the structure of database functions
- B-2:** Using the DSUM function

PivotTables and PivotCharts

Topic A: Working with PivotTables

- A-1:** Creating a PivotTable
- A-2:** Adding fields to a PivotTable



- Topic B:** Rearranging PivotTables
 - B-1:** Moving fields
 - B-2:** Hiding and showing details
 - B-3:** Refreshing the data in a PivotTable
- Topic C:** Formatting PivotTables
 - C-1:** Formatting by using a Pivot style
 - C-2:** Changing field settings
- Topic D:** PivotCharts
 - D-1:** Creating a PivotChart

Exporting and importing

- Topic A:** Exporting and importing text files
 - A-1:** Exporting Excel data to a text file
 - A-2:** Importing data from a text file into a workbook
 - A-3:** Converting text to columns
 - A-4:** Removing duplicate records

Analytical options

- Topic A:** Goal Seek and Solver
 - A-1:** Using Goal Seek to solve for a single variable
 - A-2:** Installing Solver and the Analysis ToolPak
 - A-3:** Using Solver to solve for multiple variables
- Topic B:** Scenarios
 - B-1:** Creating scenarios
 - B-2:** Switching among scenarios
 - B-3:** Merging scenarios from another worksheet

Macros and custom functions

- Topic A:** Running and recording a macro
 - A-1:** Running a macro
 - A-2:** Recording a macro
 - A-3:** Assigning a macro to a button
- Topic B:** Working with VBA code
 - B-1:** Observing a VBA code module

Conditional formatting and SmartArt

- Topic A:** Conditional formatting with graphics
 - A-1:** Creating data bars
 - A-2:** Using color scales
 - A-3:** Creating icon sets
- Topic B:** SmartArt graphics
 - B-1:** Inserting a SmartArt graphic
 - B-2:** Modifying a SmartArt graphic