

# Excel 2007: Advanced

(Course Number: OFFT-3872)

## Topic-Level Outline

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**Prerequisites:** *Excel 2007: Intermediate* or equivalent experience

Participants will work with advanced formulas, as well as lookup functions such as VLOOKUP, MATCH, and INDEX. In addition, participants 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, participants 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.

### **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