

## Excel 2007 Advanced

### 1 Day Course

#### *Objectives*

By the end of the day you will know how to:

- Use advanced functions
- Create Lookups and data tables
- Manage large lists of data
- Create and use PivotTables and PivotCharts
- Export and import data
- Analyse data effectively
- Create basic macros
- Use conditional formatting

#### *Prerequisites*

You should have ideally attended our Excel Intermediate level course, or have sufficient experience and understanding of Excel, especially complex formulae.

#### *Course Contents*

##### 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 graphic