

Course Outline: Microsoft Excel Advanced

Learning Method: Instructor-led Classroom Learning

Duration: 16 hrs

Overview:

Microsoft Excel Advanced builds on the skills and concepts taught in Excel 2007: Basic.

Who should Attend:

This course targets individuals interested in learning the features of Microsoft Excel Version 2007 and individuals pursuing the Microsoft Excel 2007 Expert certification.

At course Completion:

Students will learn how to use multiple worksheets and workbooks efficiently, and they will start working with more advanced formatting options including styles, themes, backgrounds, and watermarks. They will also learn how to create outlines and subtotals, how to create and apply cell names, and how to work with lists and tables. Students will save workbooks as Web pages, insert and edit hyperlinks, and save a workbook as a PDF file.

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

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Outline:

Unit 1: Using multiple worksheets and workbooks

- Topic A:** Using multiple workbooks
- Topic B:** Linking worksheets with 3-D formulas
- Topic C:** Linking workbooks
- Topic D:** Managing workbooks

Unit 2: Advanced formatting

- Topic A:** Using special number formats
- Topic B:** Using functions to format text
- Topic C:** Working with styles
- Topic D:** Working with themes
- Topic E:** Other advanced formatting

Unit 3: Outlining and subtotals

- Topic A:** Outlining and consolidating data
- Topic B:** Creating subtotals

Unit 4: Cell and range names

- Topic A:** Creating and using names
- Topic B:** Managing names

Unit 5: Lists and tables

- Topic A:** Examining lists
- Topic B:** Sorting and filtering lists

- Topic C:** Advanced filtering
- Topic D:** Working with tables

Unit 6: Web and Internet features

- Topic A:** Saving workbooks as Web pages
- Topic B:** Using hyperlinks
- Topic C:** Distributing workbooks Excel 2007: Intermediate Topic-Level Outline

Unit 7: Advanced charting

- Topic A:** Chart formatting options
- Topic B:** Combination charts
- Topic C:** Graphic elements

Unit 8: Documenting and auditing

- Topic A:** Auditing features
- Topic B:** Comments in cells and workbooks
- Topic C:** Protection
- Topic D:** Workgroup collaboration

Unit 9: Templates and settings

- Topic A:** Application settings
- Topic B:** Built-in templates
- Topic C:** Creating and managing templates

Unit 10: Advanced functions

- Topic A:** Logical functions

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Topic B: Math and statistical functions

Topic C: Financial functions

Topic D: Displaying and printing formulas

Unit 11: Lookups and data tables

Topic A: Using lookup functions

Topic B: Using MATCH and INDEX

Topic C: Creating data tables

Unit 12: Advanced list management

Topic A: Validating cell entries

Topic B: Exploring database functions

Unit 13: PivotTables and PivotCharts

Topic A: Working with PivotTables

Topic B: Rearranging PivotTables

Topic C: Formatting PivotTables

Topic D: PivotCharts

Unit 14: Exporting and importing

Topic A: Exporting and importing text files

Topic B: Exporting and importing XML data

Topic C: Querying external databases

Unit 15: Analytical options

Topic A: Goal Seek and Solver

Topic B: The Analysis ToolPak

Topic C: Scenarios

Topic D: Views Excel 2007 Advanced Topic-Level Outline

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