

EXCEL003: Microsoft Excel 2007 Level 3

Course Length: 1 day

Instructional Methodology: Instructor-led computer lab with hands-on exercises

Course Description: This course covers advanced-level features and functions of Excel. Students will learn how to create nested functions, export/import data, perform what-if analyses, use the Goal Seek and Solver utilities, record and run macros, and use conditional formatting.

Course Outline

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

To register call 621-7724

Or register online at www.outreachcollege.arizona.edu/comped