



# Microsoft Excel 2007 Level 3

## COURSE OUTLINE

<p><b>Course Duration:</b></p> <p>1 Day</p> <p><b>Prerequisites:</b></p> <p>Excel 2007: Basic or equivalent experience</p> <p><b>Course Overview:</b></p> <p><b>After completing this course, students will know how to:</b></p> <p>Use the IF and SUMIF functions to calculate a value based on specified criteria; use a nested IF function to evaluate complex conditions; use the ROUND function to round off numbers; and use the PMT function to calculate periodic payments for a loan.</p> <p>Use the VLOOKUP function to find a value in a worksheet list; use the MATCH function to find the relative position of a value in a range; use the INDEX function to find the value of a cell at a given position in a range; and use data tables to project values.</p> <p>Use the Data Validation feature to validate data entered in cells; and use database functions to summarize list values that meet criteria you specify.</p> <p>Create a PivotTable for analyzing and comparing large amounts of data; change PivotTable views by moving fields and hiding and showing details; improve the appearance of a PivotTable by changing its field settings and applying a style; and create a PivotChart to graphically display data from a PivotTable.</p> <p>Export data from Excel to a text file, and import data from a text file into an Excel workbook; import XML data into a workbook, and export data from a workbook to an XML data file; and use Microsoft Query and the Web query feature to import data from external databases.</p>	<p>Use the Goal Seek and Solver utilities to meet a target output for a formula by adjusting the values in the input cells; install and use the Analysis ToolPak to perform statistical analysis; create scenarios to save various sets of input values that produce different results; and create views to save different sets of worksheet display and print settings.</p> <p>Run a macro to perform tasks automatically; record macros; assign a macro to a button, and use the button to run the macro; edit a macro by editing VBA code; and create a custom function to perform calculations when built-in functions are not available.</p> <p>Represent data graphically within cells by applying three forms of conditional formatting: data bars, color scales, and icon sets; and insert and modify SmartArt graphics.</p> <p><b>Outline:</b></p> <p><b>Advanced functions</b></p> <p>Logical functions Math and statistical functions Financial functions Displaying and printing formulas</p> <p><b>Lookups and data tables</b></p> <p>Using lookup functions Using MATCH and INDEX Creating data tables</p> <p><b>Advanced list management</b></p> <p>Validating cell entries Exploring database functions</p> <p><b>PivotTables and PivotCharts</b></p> <p>Working with PivotTables Rearranging PivotTables Formatting PivotTables PivotCharts</p>	<p><b>Exporting and importing</b></p> <p>Exporting and importing text files Exporting and importing XML data Querying external databases</p> <p><b>Analytical options</b></p> <p>Goal Seek and Solver The Analysis ToolPak Scenarios Views</p> <p><b>Macros and custom functions</b></p> <p>Running and recording a macro Working with VBA code Creating functions</p> <p><b>Conditional formatting and SmartArt</b></p> <p>Conditional formatting with graphics SmartArt graphics</p>
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