SOFTWARE TRAINING CENTER

Excel 2007 Advanced

Duration: 1 Day

Course Overview:

In Excel 2007 Introduction and Intermediate you used Excel to perform tasks such as running calculations on data and sorting and filtering numeric data. In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Excel by working with objects, automating some common tasks using Macros and applying advanced topics such as customizing features of Excel 2007, importing data and using common functions.

Who Should Attend: Anyone with a mid-level knowledge of Excel who would like to utilize Excel 2007's advanced automation, collaboration, and data analysis features.

Prerequisites: Excel 2007 Intermediate or equivalent knowledge.

Course Outline:

Working with Objects

Inserting Clip Art
Inserting Pictures and Graphics Files
Formatting Pictures and Graphics
Inserting Shapes
Formatting Shapes
Resize, Move, Copy and Delete Objects
Applying Special Effects to Objects
Grouping Objects
Aligning Objects
Flipping and Rotating Objects
Layering Objects
Inserting SmartArt
Working with SmartArt Elements
Formatting SmartArt
Using WordArt
Inserting an Embedded Object
Inserting Symbols

Working with Macros

Recording a Macro
Playing and Deleting a Macro
Adding a Macro to the Quick Access Toolbar
Editing a Macro's Visual Basic Code
Inserting Copied Code in a Macro
Declaring Variables and Adding Remarks to VBA Code
Prompting for User Input
Using the If…Then…Else Statement

Advanced Topics

Customizing the Quick Access Toolbar
Using and Customizing AutoCorrect
Changing Excel's Default Options
Recovering Your Documents
Using Microsoft Office Diagnostics
View Document Properties and Finding a File
Saving a Document as PDF or XPS
Adding a Digital Signature to a Workbook
Preparing Documents for Publishing Publishing a Workbook to a Document Workspace
Creating a Custom AutoFill List
Creating a Custom Number Format

Working with the Web and External Data

Inserting a Hyperlink
Creating a Web Page from a Workbook
Importing Data from Access or a Text File
Importing Data from the Web and Other Sources
Working with Existing Data Connections

Appendix of Common Functions

Using Logical Functions (IF)
Using Financial Functions (PMT)
Using Database Functions (DSUM)
Using Lookup Functions (VLOOKUP)
Financial Functions
Date & Time Functions
Math & Trig Functions
Statistical Functions
Lookup & Reference Functions6
Database Functions
Text Functions & Logical Functions