

# Excel 2007

## Advanced

### Topic-Level Outline

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**Days:** 1

**Prerequisites:** *Excel 2007: Intermediate* or equivalent experience

**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 graphics