



## Microsoft Excel 2007 Advanced Course Outline

### Section 1 - Summarizing Data

- Data Consolidation
- Linking Consolidated Data
- 3D Reference Formulas
- Automatic Subtotals

### Section 2 - Functions in Lists

- AutoSum and Subtotals
- Formula Prompts
- Change the Function
- CountIf and SumIf
- Frequency Functions
- Database Functions
- Ranges and Formulas
- DMAX Formula

### Section 3 - Lookup Formulas

- Assign Range Names
- Lookup Formulas
- Linked Formulas
- Workspace Option
- Linking Formulas
- Protecting Workbooks
- Templates
- Array Formulas

### Section 4 - Working with Text

- Import Wizard
- Concatenation
- Text to Columns
- Transpose
- TEXT Function

### Section 5 - Macros

- Developer Tab
- Recording and Running Macro
- Macro-Enabled Workbooks
- Recording Action Macros
- Testing Macros
- Editing Macros
- Visual Basic Editor
- Relative Reference
- Write a Sub Procedure
- Assign Macros to Keystrokes
- Assign Macros to Buttons
- User Defined Functions

### Section 6 - Office Integration

- Copying into Word
- Linking Worksheet Objects
- Updating Links
- Controlling Links
- Embedding Worksheet Objects
- Importing from Access
- Importing from the Internet
- Exporting to Access