

## EXCEL 2007 ADVANCED

### Introduction

#### Advanced data entry and formatting techniques

- restricting cell entries to specific numbers, dates or times
- restricting cell entries to specific entries in a list
- creating a custom number format
- applying conditional formatting to a worksheet

#### Naming ranges

- defining a range name
- using a range name in a formula
- selecting a named range

#### Using advanced functions

- using the VLOOKUP function, using the HLOOKUP function
- using the DSUM and DAVERAGE functions

#### Creating a custom workbook template

- creating a new workbook template
- modifying the default workbook template style
- basing a new workbook on a custom workbook template

#### Auditing a worksheet

- tracing precedents and dependents in a worksheet
- tracing errors in a worksheet, watch and evaluate formulas

#### Linking multiple workbooks

- entering a formula to link multiple workbooks
- creating a workspace

#### Filtering and summarizing worksheet data

- adding subtotals to a list
- applying an advanced filter to a list, outlining a worksheet

#### Analyzing worksheet data

- creating a pivottable report
- resetting the summary function in a pivottable report
- creating a pivotchart report , creating and displaying a scenario
- using the analysis toolpak, using solver

#### Importing and exporting data

- importing data in a text file into Excel
- importing data in a database file into Excel
- importing data from a web page into Excel
- exporting Excel data to other applications

#### Working with other Excel users

- tracking changes in a workbook
- responding to proposed changes and comments in a workbook
- protecting a shared workbook, protecting an unshared workbook

#### Additional advanced Excel features

- using the data consolidation feature
- adding a trendline to a chart, format charts and graphics
- manage workbook properties, modify Excel default settings