

**Microsoft Excel 2007 Advanced:** This course will cover the advanced features of Excel 2007. The student will learn how to master the use of the program. The features covered include:

- Excel's advanced functions
  - Logical
  - Statistical and Mathematical
  - Financial
  - Printing
  - Displaying
  
- Data tables and more functions
  - Lookup function
  - MATCH & INDEX
  - Data tables
  
- List management
  - Cell entry validation
  - Database functions
  
- Pivot....
  - PivotTables
    - . Rearranging
    - . Formatting
  - PivotCharts
  
- Export and Import
  - Text files
  - Data
  - External databases
  
- Options
  - Analytical
    - . Goal Seek
    - . Goal Solver
    - . Analysis Tool Pack
    - . Scenarios
    - . Views
  
- Macros and other functions
  - Recording a macro
  - Running a macro
  - VBA code
  - Creating functions
  
- Graphics
  - Conditional formatting with graphics
  - Smart Art graphics