

Microsoft ®

# Excel 2007 Course Outline

Advanced Level  
1 Day Course

**Microsoft**  
**CERTIFIED**  
*Application  
Specialist*

## ADVANCED FUNCTIONS

- What are Excel 2007 advanced functions?
- Getting help using a particular function
- TODAY
- DAY
- MONTH
- YEAR
- SUMIF
- ROUND
- COUNT
- COUNTA
- COUNTIF
- PROPER
- UPPER
- LOWER
- CONCATENATE
- FV
- NPV
- PMT
- PV
- RATE
- HLOOKUP
- VLOOKUP
- IF
- AND
- OR
- ISERROR
- DSUM
- DMIN
- DMAX
- DCOUNT
- Nested functions

## ONE/TWO-INPUT DATA TABLES AND WHAT-IF TABLES

- Using one input data table command

- Using a two input data table command
- Using what if tables

## PIVOT TABLES

- Creating a pivot table
- Dropping data into the pivot table
- Modifying data and refreshing the pivot table
- Grouping data within a pivot table

## SCENARIOS

- Scenario manager
- Showing a scenario
- Viewing an alternative scenario
- Create a scenario summary

## AUDITING

- Tracing precedent cells
- Tracing the dependants of a cell
- Displaying all formulas within a worksheet
- Adding comments
- Displaying comments
- Removing and editing comments

## MACROS

- Displaying the developer tab
- Recording and running macros
- Lowering your macro security level
- Customising the quick access toolbar
- Changing the quick access macro icon
- Removing a macro icon from the quick access toolbar
- Raising your macro security level