

Excel 2007: Level 3 [MCAS Certified] + CertBlaster & CBT

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Course Length: 1-day (6+ hours)

Prerequisites: Excel 2007: Level 1 and 2

What's in Excel 2007: Level 3 [MCAS Certified] + CertBlaster & CBT:

This ILT Series course, rated 4.9/5.0 in overall quality by ProCert Labs, builds on the skills and concepts taught in Excel 2007: Intermediate. Students will work with advanced formulas, as well as lookup functions such as VLOOKUP, MATCH, and INDEX. In addition, students will learn about data validation and database functions such as DSUM. They will learn how to work with PivotTables and PivotCharts, how to import and export data, and how to query external databases. Finally, students will learn about the analytical features of Excel (such as Goal Seek and Solver), running and recording macros, and sharing Excel data via the Web. Comes with CertBlaster exam prep software (download) and a companion CBT program.

Designated as Approved Courseware for the Microsoft Certified Application Specialist program, this course will help students prepare for the Excel 2007 exam (70-602). For comprehensive certification training, students should complete Excel 2007: Level 1, 2, and 3.

Topic-Level Outline

Unit 1 : Advanced functions

*Topic A: * Logical functions*

- A-1: Using the IF function
- A-2: Using OR, AND, and NOT as nested functions
- A-3: Using nested IF functions
- A-4: Using the IFERROR function

*Topic B: * Math and statistical functions*

- B-1: Using SUMIF
- B-2: Using COUNTIF
- B-3: Using AVERAGEIF
- B-4: Using SUMIFS, COUNTIFS, and AVERAGEIFS
- B-5: Using ROUND

*Topic C: * Financial functions*

- C-1: Using the PMT function

*Topic D: * Displaying and printing formulas*

- D-1: Showing, printing, and hiding formulas

Unit 2 : Lookups and data tables

*Topic A: * Using lookup functions*

- A-1: Examining VLOOKUP
- A-2: Using VLOOKUP to find an exact match
- A-3: Using VLOOKUP to find an approximate match
- A-4: Using HLOOKUP for exact matches
- A-5: Using HLOOKUP for approximate matches

*Topic B: * Using MATCH and INDEX*

- B-1: Using the MATCH function
- B-2: Using the INDEX function

*Topic C: * Creating data tables*

- C-1: Creating a one-variable data table
- C-2: Creating a two-variable data table

Unit 3 : Advanced list management

*Topic A: * Validating cell entries*

- A-1: Observing data validation
- A-2: Setting up data validation

*Topic B: * Exploring database functions*

- B-1: Examining the structure of database functions
- B-2: Using the DSUM function

Unit 4 : PivotTables and PivotCharts

*Topic A: * Working with PivotTables*

- A-1: Creating a PivotTable
- A-2: Adding fields to a PivotTable

*Topic B: * Rearranging PivotTables*

- B-1: Moving fields
- B-2: Hiding and showing details
- B-3: Refreshing the data in a PivotTable

*Topic C: * Formatting PivotTables*

- C-1: Formatting by using a Pivot style
- C-2: Changing field settings

*Topic D: * PivotCharts*

- D-1: Creating a PivotChart

Unit 5 : Exporting and importing

*Topic A: * Exporting and importing text files*

- A-1: Exporting Excel data to a text file
- A-2: Importing data from a text file into a workbook
- A-3: Converting text to columns
- A-4: Removing duplicate records

*Topic B: * Exporting and importing XML data*

B-1: Using the XML Source task pane

B-2: Importing XML data into a workbook

B-3: Exporting data from a workbook to an XML data file

B-4: Deleting an XML map

*Topic C: * Querying external databases*

C-1: Using Microsoft Query to get data from an external database

C-2: Discussing the Web query feature

C-3: Using a Web query to get data from the Web

Unit 6 : Analytical options

*Topic A: * Goal Seek and Solver*

- A-1: Using Goal Seek to solve for a single variable
- A-2: Installing Solver and the Analysis ToolPak
- A-3: Using Solver to solve for multiple variables

*Topic B: * The Analysis ToolPak*

- B-1: Using the Sampling analysis tool

*Topic C: * Scenarios*

- C-1: Creating scenarios
- C-2: Switching among scenarios
- C-3: Merging scenarios from another worksheet

*Topic D: * Views*

- D-1: Creating views
- D-2: Switching among views

Unit 7 : Macros and custom functions

*Topic A: * Running and recording a macro*

- A-1: Running a macro
- A-2: Recording a macro
- A-3: Assigning a macro to a button

*Topic B: * Working with VBA code*

- B-1: Observing a VBA code module
- B-2: Editing VBA code

*Topic C: * Creating functions*

- C-1: Creating a custom function

Unit 8 : Conditional formatting and SmartArt

*Topic A: * Conditional formatting with graphics*

- A-1: Creating data bars
- A-2: Using color scales
- A-3: Creating icon sets

*Topic B: * SmartArt graphics*

- B-1: Inserting a SmartArt graphic
- B-2: Modifying a SmartArt graphic