

# **ADVANCED EXCEL 2007**

## **SECTION 1: Advanced Topics**

### **Lesson 1.1: Setting Excel Options**

- Changing Your User Name
- Changing your Default Font
- Changing Your Default File Format
- Setting Formula Options
- Changing the Appearance of Your Excel Interface

### **Lesson 1.2: Excel and Windows**

- Searching for Documents
- Using Office Diagnostics
- Checking for Updates
- Starting Excel Automatically when Windows Boots

### **Lesson 1.3: Using the Excel Viewer**

- What is the Excel Viewer?
- Downloading the Excel Viewer
- Using Excel Viewer

## **SECTION 2: Getting the Most from Your Data**

### **Lesson 2.1: Getting the Most from Your Data**

- Using Automatic Outlining
- Displaying and Collapsing Levels
- Grouping Data Manually
- Creating Subtotals

### **Lesson 2.2: PivotTables**

- What is a PivotTable?
- Creating a PivotTable
- Creating a PivotTable Frame
- Specifying PivotTable Data
- Rearranging PivotTable Data

### **Lesson 2.3: More about PivotTables**

- Modifying PivotTable Calculations
- Formatting a PivotTable
- Refreshing a PivotTable
- Charting a PivotTable

### **Lesson 2.4: Exploring Scenarios**

- What is a Scenario?
- Creating a Scenario
- Creating a Scenario Summary Report
- Saving Multiple Scenarios

### **Lesson 2.5: What If Analysis**

- Using a One and Two Input Data Table
- Using Goal Seek
- Using Solver

## **SECTION 3: Advanced Excel Tasks**

### **Lesson 3.1: Creating and Using Shared Workbooks**

Sharing a Workbook  
Opening and Editing a Shared Workbook  
Tracking Changes  
Resolving Conflicts in a Shared Workbook

### **Lesson 3.2: Using Custom AutoFill Lists**

What is an AutoFill List?  
Creating a Custom AutoFill List  
Modifying a Custom AutoFill List  
Using a Custom AutoFill List

### **Lesson 3.3: Using the VLOOKUP Function**

Using VLOOKUP to Find Data  
How to Find an Exact Match with VLOOKUP  
Finding the Closest Match with VLOOKUP

### **Lesson 3.4: Linking, Consolidating, and Combining Workbooks**

Linking Workbooks  
Consolidating Workbooks  
Combining Worksheets

## **SECTION 4: Excel and the Internet**

### **Lesson 4.1: Excel and Hyperlinks**

What is a Hyperlink?  
Inserting Hyperlinks  
Modifying Hyperlinks  
Using Hyperlinks in Excel

### **Lesson 4.2: Saving Workbooks as Web Pages**

HTM and MHTML Files  
Saving a Workbook as a Web Page  
Saving a Worksheet as a Web Page  
Saving a Chart as a Web Page  
Saving a Range as a Web Page

### **Lesson 4.3: Getting Data from the Internet**

Importing from an External Data Source  
Creating a Web Query  
Saving a Web Query  
Refreshing a Web Query

### **Lesson 4.4: Excel and Office Servers**

Publishing to a Document Server  
Saving to a Document Management Server  
Using Excel with Excel Services