

Course Syllabus: Microsoft Excel 2007 Advanced

Working with the Web and External Data

Inserting a Hyperlink
Creating a Web Page from a Workbook
Importing Data from Access or Text Files
Importing Data from the Web or Other Sources
Displaying and Managing Connections

Working with Macros

Recording a Macro
Playing and Deleting a Macro
Adding a Macro to the Quick Access Toolbar
Editing a Macro's Visual Basic Code
Inserting Copied Code in a Macro
Declaring Variables and Adding Remarks to VBA Code
Prompting for User Input
Using the If-Then-Else Statement

Working with Objects

Inserting Clip Art
Inserting Pictures and Graphics Files
Formatting Pictures and Graphics
Inserting Shapes
Formatting Shapes
Resize, Move, Copy and Delete Objects
Applying Special Effects to Objects
Grouping Objects
Aligning Objects
Flipping and Rotating Objects
Layering Objects
Inserting SmartArt
Working with SmartArt Elements
Formatting SmartArt
Using WordArt
Inserting an Embedded Object
Inserting Symbols

Advanced Topics

Customizing the Quick Access Toolbar
Using and Customizing AutoCorrect
Changing Excel's Default Options
Recovering Your Documents
Using Microsoft Office Diagnostics
Viewing Document Properties and Finding a File
Saving a Document as PDF or XPS
Adding a Digital Signature to a Document
Preparing Documents for Publishing and Distribution
Publishing a Workbook to a Document Workspace
Creating a Custom AutoFill List
Creating a Custom Number Format
Using Logical Functions (IF)
Using Financial Functions (PMT)
Using Database Functions (DSUM)
Using Lookup Functions (VLOOKUP)