



## Microsoft Excel Advance Course Outline

### **Working with advanced formulas**

Using names  
Using decision-making functions  
Creating nested functions  
Using financial functions

### **Lookups and data tables**

Working with lookup functions  
Using MATCH and INDEX  
Creating data tables

### **Advanced list management**

Creating subtotals  
Validating cell entries  
Exploring database functions  
Working with data forms

### **Working with PivotTables and PivotCharts**

Working with PivotTables  
Rearranging PivotTables  
Formatting PivotTables  
Working with PivotCharts

### **Exporting and importing**

Exporting and importing text files  
Exporting and importing XML data  
Querying external databases

### **Using analytical options**

Working with Goal Seek and Solver  
Working with the Analysis ToolPak  
Working with scenarios  
Working with views

### **Working with macros**

Running and recording a macro  
Working with VBA code  
Function procedures

### **Interactive Web pages**

Creating interactive Web spreadsheets  
Publishing PivotTables on the Web

### **Using SharePoint services**

Document Workspaces