



**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