



Microsoft Excel 2007 Advanced

1.0 Streamlining Workflow

- 1.1 Creating Macros
- 1.2 Adding Macros to the Quick Access Toolbar
- 1.3 Editing a Macro
- 1.4 Using Conditional Formatting
- 1.5 Applying Data Validation to a Worksheet
- 1.6 Updating Worksheet Properties
- 1.7 Modifying Excel Options
- 1.8 Chapter Review Test

2.0 Collaborating with Others

- 2.1 Protecting Files and Sharing Workbooks
- 2.2 Merging Multiple Workbooks
- 2.3 Adjusting Macro Settings
- 2.4 Restricting Document Access
- 2.5 Chapter Review Test

3.0 Auditing Worksheets

- 3.1 Tracing Cell Precedents and Dependents
- 3.2 Troubleshooting Errors in Formulas
- 3.3 Watching and Evaluating Formulas
- 3.4 Creating a Data List Outline
- 3.5 Chapter Review Test

4.0 Analyzing Data

- 4.1 Adding a Trend Line to Charts
- 4.2 Create Scenarios and Performing What-If Analysis
- 4.3 Chapter Review Test

5.0 Working with Multiple Workbooks

- 5.1 Create a Workspace
- 5.2 Consolidate Data
- 5.3 Managing Linked Cells in Different Workbooks
- 5.4 Chapter Review Test

6.0 Importing and Exporting Data

- 6.1 Exporting Excel Data
- 6.2 Importing a Table from Word
- 6.3 Importing a Delimited Text File
- 6.4 Chapter Review Test