



Microsoft Excel 2007- Advanced

Importing Data

- Importing Text Files
- The Text Import Wizard
- Saving an Imported Worksheet
- Other File Conversion Techniques
- Get External Data Button
- Importing using Drag and Drop
- Exporting Files

Data Validation

- Data Validation
- Set Validation Criteria
- Enter Input Message
- Enter Error Alert
- Entering Data

Data Forms

- Data Forms, Fields and Records
- Locating and Displaying the Form button
- Using a Form
- Form Navigation
- Deleting Form Records
- Adding a New Record
- Searching Form Records

Filtering Data

- Adding Automatic Filters
- Selecting Filters
- Setting Multiple Filters
- Customizing Filters
- Removing the AutoFilter

Creating a Workspace

- Opening Multiple Files



- Selecting Consecutive Files
- De-selecting Files
- Selecting Non-consecutive Files
- Opening Selected Files
- Arranging Workbooks
- Saving the Excel Workspace
- Editing a Workspace File
- Closing Multiple Workbooks
- Opening Workspace Files

Consolidating Data

- Consolidating Data
- What is Consolidation?
- Selecting Destination Area
- Consolidating Workbooks
- Updating Links
- Outlining Features

Linking Workbooks

- Linking Data in Workbooks
- Using Paste Special
- Linking using an Equal Sign
- Updating Links

Share and Protect Worksheets

- Viewing User Name
- Protecting Worksheets
- Removing Protection
- Sharing Workbooks
- Workbooks on a Network
- Viewing File Properties

Working with Comments

- Inserting Comments
- Editing Comments
- Displaying Comments
- Finding Comments
- Deleting Comments



Tracking Changes

- Tracking Changes
- Hiding Highlighting
- Accept or Reject Revisions
- Removing Tracking

Auditing Tools

- Using Auditing Tools
- Tracing Precedents
- Tracing Dependents
- Removing Tracer Arrows
- Tracing Errors in Formulas
- Correcting Formula Errors

The Scenario Manager

- Scenario Manager
- Naming Scenario Cells
- Naming Variable Cells
- Naming the Result Cell
- Adding Scenarios
- Creating Summary Reports

Custom Views

- Preparing a Custom View
- Adding a Custom View
- Hide Rows for Custom View
- Adding a Custom View
- Setting a Print Area
- Applying Custom Views