Microsoft Office Excel 2007: Level 2

Course Summary

Description

In Microsoft® Office Excel 2007: Level 1, you created, edited, formatted, and printed basic spreadsheets. You now have a need to streamline repetitive tasks and display spreadsheet data in more visually effective ways. In this course, you will use Microsoft Office Excel 2007 to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas.

Objectives

At the end of this course, students will be able to apply visual elements and advanced formulas to a worksheet to display data in various formats.

Topics

- Calculating Data with Advanced Formulas
- Organizing Worksheet and Table Data
- Presenting Data Using Charts
- Analyzing Data Using PivotTables and PivotCharts
- Inserting Graphic Objects
- Customizing and Enhancing Workbooks and the Excel Environment

Audience

The target students for this course are students who desire to gain the skills necessary to create templates, sort and filter data, import and export data, analyze data, and work with Excel on the web. In addition, this course helps prepare students who desire to take the Microsoft Office Specialist exam in Excel and who already have knowledge of the basics of Excel, including how to create, edit, format, and print basic worksheets.

Prerequisites

Before starting this course, students are recommended to take the following Element K course or possess equivalent knowledge: Microsoft Office Excel 2007: Level 1.

Duration

One day

Due to the nature of this material, this document refers to numerous hardware and software products by their trade names. References to other companies and their products are for informational purposes only, and all trademarks are the properties of their respective companies. It is not the intent of ProTech Professional Technical Services, Inc. to use any of these names generically

ProTech
protechtraining.com

"Charting the Course ...

... to Your Success!"

Microsoft Office Excel 2007: Level 2

Course Outline

I. Calculating Data with Advanced Formulas
- A. Manage Cell and Range Names
- B. Calculate Data Across Worksheets
- C. Use Specialized Functions
- D. Analyze Data with Logical and Lookup Functions

II. Organizing Worksheet and Table Data
- A. Create and Modify Tables
- B. Format Tables
- C. Sort or Filter Worksheet or Table Data
- D. Calculate Data in a Table or Worksheet

III. Presenting Data Using Charts
- A. Create a Chart
- B. Modify Charts
- C. Format Charts

IV. Analyzing Data Using PivotTables and PivotCharts
- A. Create a PivotTable Report
- B. Analyze Data Using PivotCharts

V. Inserting Graphic Objects
- A. Insert and Modify Pictures and ClipArt
- B. Draw and Modify Shapes
- C. Illustrate Workflow Using SmartArt Graphics
- D. Layer and Group Graphic Objects

VI. Customizing and Enhancing Workbooks and the Excel Environment
- A. Customize the Excel Environment
- B. Customize Workbooks
- C. Manage Themes
- D. Create and Use Templates

Due to the nature of this material, this document refers to numerous hardware and software products by their trade names. References to other companies and their products are for informational purposes only, and all trademarks are the properties of their respective companies. It is not the intent of ProTech Professional Technical Services, Inc. to use any of these names generically