

Microsoft Excel 2007 Level 2

Overview

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.

Prerequisites

- Create basic spreadsheets
- Select and edit data
- Perform basic formatting
- Open, close and save files
- Create basic formulas - AutoSum
- Use Insert Function to create built-in functions
- Work with absolute references
- Use the Autofill feature

Delegates will learn how to

- calculate with advanced formulas
- organise worksheet and table data using various techniques
- create and modify charts
- analyse data using PivotTables and PivotCharts
- insert graphic objects
- customise and enhance workbooks and the Microsoft Office Excel environment

Course Outline.

Lesson 1: Calculating Data with Advanced Formulas

- Topic 1A: Manage Cell and Range Names
- Topic 1B: Calculate Data Across Worksheets
- Topic 1C: Use Specialized Functions

- Topic 1D: Analyze Data with Logical and Lookup Functions

Lesson 2: Organizing Worksheet and Table Data

- Topic 2A: Create and Modify Tables
- Topic 2B: Format Tables
- Topic 2C: Sort or Filter Worksheet or Table Data
- Topic 2D: Calculate Data in a Table or Worksheet

Lesson 3: Presenting Data Using Charts

- Topic 3A: Create a Chart
- Topic 3B: Modify Charts
- Topic 3C: Format Charts

Lesson 4: Analyzing Data Using PivotTables and PivotCharts

- Topic 4A: Create a PivotTable Report
- Topic 4B: Analyze Data Using PivotCharts

Lesson 5: Inserting Graphic Objects

- Topic 5A: Insert and Modify Pictures and ClipArt
- Topic 5B: Draw and Modify Shapes
- Topic 5C: Illustrate Workflow Using SmartArt Graphics
- Topic 5D: Layer and Group Graphic Objects

Lesson 6: Customizing and Enhancing Workbooks and the Excel Environment

- Topic 6A: Customize the Excel Environment
- Topic 6B: Customize Workbooks
- Topic 6C: Manage Themes
- Topic 6D: Create and Use Templates