

## Microsoft® Office Excel® 2007 Level 2 of 3

Course Length: 1-day (8:30am – 4:30pm)

Course Cost: \$295+ GST

### Course Description

In the first course of this series, 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 second course of the series, you will use Excel 2007 to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas.

### Performance-Based Objectives

Upon successful completion of this course, you will be able to:

- ✓ Calculate with advanced formulas.
- ✓ Organize worksheet and table data using various techniques.
- ✓ Create and modify charts.
- ✓ Analyze data using PivotTables and PivotCharts.
- ✓ Insert graphic objects.
- ✓ Customize and enhance workbooks and the Microsoft Office Excel environment.

### Course Content

#### Calculating Data with Advanced Formulas

- Manage Cell and Range Names
- Calculate Data Across Worksheets
- Use Specialized Functions
- Analyze Data with Logical and Lookup Functions

#### Organizing Worksheet and Table Data

- Create and Modify Tables
- Format Tables
- Sort or Filter Worksheet or Table Data
- Calculate Data in a Table or Worksheet

#### Presenting Data Using Charts

- Create a Chart
- Modify Charts
- Format Charts

#### Analyzing Data Using PivotTables and PivotCharts

- Create a PivotTable Report
- Analyze Data Using PivotCharts

#### Inserting Graphic Objects

- Insert and Modify Pictures and ClipArt
- Draw and Modify Shapes
- Illustrate Workflow Using SmartArt Graphics
- Layer and Group Graphic Objects

#### Customizing and Enhancing Workbooks and the Excel Environment

- Customize the Excel Environment
- Customize Workbooks
- Manage Themes
- Create and Use Templates