

Microsoft® Office Excel® 2007: Level 2

Course Specifications

Course length: 1.0 day(s)

Course 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.

Course Objective: You will apply visual elements and advanced formulas to a worksheet to display data in various formats.

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.

Course Content

Lesson 1: Enhancing Workbooks
Topic 1A: Customize the Excel Environment
Topic 1B: Customize an Excel Worksheet
Topic 1C: Enhance Worksheets Using Themes
Topic 1D: Work with Comments
Topic 1E: Access External Resources Using Hyperlinks
Topic 1F: Use Web-Based Research Tools

Lesson 2: Creating Workbooks Using Templates
Topic 2A: Create a Workbook from a Template
Topic 2B: Create a Custom Template

Lesson 3: Organizing Data Using Tables
Topic 3A: Create Tables
Topic 3B: Modify Tables
Topic 3C: Format Tables

Lesson 4: Presenting Data Using Charts
Topic 4A: Create a Chart
Topic 4B: Modify Charts
Topic 4C: Format Charts
Topic 4D: Create a Chart Template
Topic 4E: Share Excel Charts

Lesson 5: Analyzing Data Using PivotTables and PivotCharts
Topic 5A: Create a PivotTable
Topic 5B: Perform Calculations Using PivotTables
Topic 5C: Analyze Data Using PivotCharts

Lesson 6: Enhancing Visual Appeal Using Graphic Objects
Topic 6A: Insert Graphics
Topic 6B: Modify Graphic Objects
Topic 6C: Emphasize an Area of a Worksheet
Topic 6D: Illustrate Workflow Using SmartArt Graphics
Topic 6E: Format Graphic Objects
Topic 6F: Change the Order of Layered Graphic Objects
Topic 6G: Group Graphic Objects
Topic 6H: Organize Graphic Objects

Lesson 7: Calculating Data with Advanced Formulas
Topic 7A: Refer to a Range of Cells
Topic 7B: Calculate Data Across Worksheets
Topic 7C: Perform Date and Time Calculations
Topic 7D: Format Text Using Formulas
Topic 7E: Perform Numeric Calculations
Topic 7F: Calculate Data with Lookup & Reference Functions
Topic 7G: Perform Logical Analysis
Topic 7H: Print Formulas

Lesson 8: Sorting and Filtering Data
Topic 8A: Sort Data in a Spreadsheet
Topic 8B: Filter Data in a Spreadsheet
Topic 8C: Calculate Large Volumes of Data
Topic 8D: Add Subtotals to a Worksheet

Are you a pencil pusher trapped in a computer?

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