

## Microsoft® Office Excel 2007 Level 2

### 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.

This course is designed for 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

### Course Objective:

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

***Upon successful completion of this course, participants 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

### Recommended Prerequisites:

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

**Course Duration:** 7 hours

**Course Cap:** 14 participants

## **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

\*\*All course information has been obtained directly from the Element K website at [www.elementk.com](http://www.elementk.com)