

Course ID

M-EXCEL07L2

Course Duration

1 day

Course Title

Microsoft® Office Excel® 2007: Level 2

Related Courses

- Microsoft Office Excel 2007: Level 1 (M-EXCEL07L1, 1 day)
- Microsoft Office Excel 2007: Level 3 (M-EXCELL07L3, 1 day)

Aimed At

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.

Group Size

5-15

Prerequisites

- Microsoft Office Excel 2007: Level 1 (M-EXCEL07L1, 1 day)

Before starting this course, students are recommended to take the above mentioned Eogogics course or possess equivalent knowledge.

Course in a Nutshell

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 one of a series of Eogogics courseware titles that addresses Microsoft Certified Application Specialist (MCAS) skill sets. The MCAS program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more product proficiency exams in order to earn MCAS certification.

Customize It!

Customize this course to your specific background and job requirements at little-to-no additional cost. We'll tailor the topics included in the course, the emphasis each topic receives, the pace of coverage, and the choice of hands-on exercises to suit your particular needs. If you have an interest in a particular area, let us know, so we can be sure to address it.

Learn How To You will learn how to apply visual elements and advanced formulas to a worksheet to display data in various formats.

**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

**How You Will
Learn**

- An experienced I/T professional will teach this class in workshop (interactive lecture/lab) format.
- Hands-on exercises will help you understand each topic and make a bridge from theory to application.
- The instructor will offer real-life examples, applications, and case studies to enrich the class and drive home the essential points.
- You'll learn dos and don'ts, both the tricks of the trade as well as the hidden pitfalls.
- The participant handbooks will provide you with a structure to which you can add information and insight provided in real-time, turning it into a valuable reference resource you can take back to your job.