

Excel 2007 - Level 2

Days of Training: 1

Overview

In this course, students use Microsoft® Office Excel® 2007 to streamline and enhance spreadsheets with templates, charts, graphics, and formulas. They will apply visual elements and advanced formulas to a worksheet to display data in various formats. 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.

Prerequisites

- Excel 2007 - Level 1

At Course Completion

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

- Enhance the workbook.
- Automate workbook creation by using templates.
- Organize data using tables.
- Create and modify charts.
- Analyze data using PivotTables and PivotCharts.
- Work with graphic objects.
- Calculate with advanced formulas.
- Sort and filter data.

EXCEL2007L2

Lesson 1: Calculating Data with Advanced Formulas

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

Lesson 2: 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

Lesson 3: Presenting Data Using Charts

- Create a Chart
- Modify Charts
- Format Charts

Lesson 4: Analyzing Data Using PivotTables and PivotCharts

- Create a PivotTable Report
- Analyze Data Using PivotCharts

Lesson 5: Inserting Graphic Objects

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

Lesson 6: Customizing and Enhancing Workbooks and the Excel Environment

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

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