



Microsoft® Office Excel® 2007: Level 2

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

Performance-Based Objectives

Upon successful completion of this course, students 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

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