

Microsoft Excel 2007 - Level 2 Training

- **Course Number:** Excel2k72
- **Length:** 1 Day(s)

Certification Exam

No Microsoft Certified Professional exams are associated with this course currently.

Course Overview

Microsoft Office Excel 2007 is a powerful tool you can use to create and format spreadsheets, and analyze and share information to make more informed decisions. With the new Microsoft Office Fluent user interface, rich data visualization, and PivotTable views, professional-looking charts are easier to create and use. Students will learn how to share sensitive business information more broadly with enhanced security with coworkers, customers, and business partners. This course follows up from the “Microsoft Excel 2007 - Level 1 Training” course.

Prerequisites

Basic computer proficiency and a familiarity with topics covered in the “Microsoft Excel 2007 - Level 1 Training” course is required

Audience

This course is for anyone who wishes to learn Microsoft Excel 2007.

Course Outline

- Lesson 1 - Enhancing Workbooks
- Enhancing Workbooks Personalize Options
- Demo - Excel Options
- Lab - Customizing the Excel Interface
- Color Scheme
- Modified Excel Environment in Windows Vistas (Black)
- Built-In Theme Options
- Create New Theme Colors Options
- Create New Theme Fonts Options
- Demo - Custom Worksheet
- Lab - Customizing an Excel Worksheet
- Lab - Enhancing Worksheets using Themes
- Comments
- Demo - Comments
- Lab - Manipulating Comments
- Hyperlinks
- Demo - Creating Hyperlinks
- Lab - Creating a Hyperlink to an Existing File
- Lab - Editing and Removing Hyperlinks
- Research Task Pane
- Demo - Research
- Lab - Using Web-Based Research Tools

- Lesson 1 Review
- Lesson 2 - Creating Workbooks Using Templates
- Creating Workbooks Using Templates
- The Expense Template
- Demo - Using Templates
- Lab - Creating a Workbook from a Template
- Types of Excel Templates
- An Example of a Custom Template
- Demo - Creating Templates
- Lab - Creating a Custom Template
- Lesson 2 Review
- Lesson 3 - Organizing Data Using Tables
- Organizing Data Using Tables
- An Excel Table
- Demo - Create Table
- Lab - Creating a Table Using the Default Table Style
- Demo - Table Styles
- Lab - Creating a Table Using the Desired Table Style
- Lab - Modifying a Table
- Lab - Formatting a Table
- Lab - Creating a Custom Table Style
- Lesson 3 Review
- Lesson 4 - Presenting Data Using Charts
- Presenting Data Using Charts
- Create A Chart
- Demo - Create A Chart
- Lab - Modifying a Table
- Modify Charts
- Lab - Modify a Chart
- Demo - Changing a Chart Type
- Format Charts
- Lab - Formatting a Chart
- Lab - Creating a Chart Template
- Share Charts
- Demo - Move Chart
- Lab - Sharing a Chart
- Lesson 4 Review
- Lesson 5 - Analyzing Data Using PivotTables and PivotCharts
- Analyzing Data Using PivotTables and PivotCharts
- Source Data for a PivotTable
- Summarizing Data with a PivotTable
- A PivotTable Report
- Demo - Create Pivot
- Lab - Performing Calculations Using a PivotTable
- A PivotChart
- Demo - Pivot Chart
- Lab - Creating a Pivot Chart
- An Existing PivotTable and Corresponding PivotChart
- Demo - Modify Pivot
- Lesson 5 Review
- Lesson 6 - Enhancing Visual Appeal Using Graphic Objects
- Enhancing Visual Appeal Using Graphic Objects

- Graphic Objects
- Demo - Insert and Modify Picture
- Lab - Inserting a Picture in a Worksheet
- Lab - Modifying Pictures
- Lab - Applying Picture Shape to a Graphic
- Lab - Drawing and Modifying Shapes
- Lab - Rotating Shapes
- Layering
- Lab - Layering Graphics
- Demo - Smart Art
- Lab - Inserting a SmartArt Graphic
- Lab - Modifying a SmartArt Graphic
- Grouping
- Lab - Grouping Objects
- Demo - Clipart
- Lesson 6 Review
- Lesson 7 - Calculating Data with Advanced Formulas
- Calculating Data with Advanced Formulas Range Names
- Demo - Create Name
- Lab - Naming a Range
- Lab - Renaming a Range
- Lab - Using Named Regions in Formula Calculations
- Lab - Adding Columns to a Worksheet Containing Page Names
- Three-Dimensional Cell References
- Demo - Calculate Data Across
- Lab - Comparing a 360-Day vs. 365-Day Date Calculation System
- Date and Time Function
- Demo - Dates
- Financial Function
- Demo - Convert Text To Columns
- Lab - Using Formulas to convert text data to individual columns
- Demo - Statistical Function
- Demo - Upper and Lower
- Lab - Using the UPPER, LOWER, and PROPER Text Functions
- Lookup and Reference Function
- Demo - Hlookup
- Lab - Looking up Part Numbers with the HLOOKUP Function
- Lab - Looking up Part Numbers with the VLOOKUP Function
- Logical Function
- Demo - If Statement
- Lab - Performing Conditional Calculations with SUMIFS, COUNTIFS, and AVGIFS Functions
- Lab - Performing Conditional Calculations with SUMIF, COUNTIF, and AVERAGEIF Functions
- Lab - Calculating Sales Honors with IF Function and the AND Function
- Lab - Calculating Sales Honors with IF Function and the OR Function
- Lab - Eliminating Calculation Errors with the IFERROR Function
- Demo - View and Print Formulas
- Lab - Printing a Worksheet with the Formulas Displayed
- Lesson 7 Review
- Lesson 8 - Sorting and Filtering Data Sorting and Filtering Data Single-Level Sort in Ascending Order
- Multiple-Level Sort in Both Ascending and Descending Order
- Demo - Sort Data
- Lab - Sorting Data

- Filter
- Lab - Filtering Data
- Lab - Calculating Sums, Counts, and Averages on Filtered Data
- Database Function
- Subtotals
- Demo - Subtotals
- Lab - Applying Subtotals to a Sorted List
- Lesson 8 Review
- Course Closure