

**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.

**Who Should Attend:** 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.

**Prerequisites:** Before starting this course, it is recommended that students take the following course or possess equivalent knowledge: Microsoft Office Excel 2007: Level 1.

**Benefits of Attendance:** Upon 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.

### Course Outline:

#### 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