



## Microsoft Office Excel 2007: Level 2 (Second Edition)

### Course Specifications

Course length: 1 day, 8:30 am – 4:30 pm with an hour break for lunch

Standard rate: \$160/student, call (406) 256-5700 for group discounts and Entré Partner pricing

### 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.

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

**Target Student:** 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, students are recommended to take the following Element K course or possess equivalent knowledge: Microsoft Office Excel 2007: Level 1.

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

### Certification

This course is one of a series of Element K courseware titles that addresses Microsoft Certified Application Specialist (Microsoft Business Certification) skill sets. The Microsoft Certified Application Specialist 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 proficiency exams in order to earn Microsoft Certified Application Specialist certification.

### 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