Microsoft® Office Excel 2007: Level 2

Training Course Content

Course Objective: Students will learn to sort and filter data, perform complex calculations and functions, and analyze data using PivotTables and charts.

Prerequisites: To ensure your success, we recommend that you have experience with creating, editing, formatting, saving, and printing spreadsheets in Excel. Knowledge of formulas and functions is also necessary (SUM, MIN, MAX, AVERAGE, IF, and applying absolute referencing) to be successful in this class. Students can obtain this level of skill through our Level 1 course.

Contact us to discuss if this level is right for you.

What's New in 2007: Microsoft has a brand new tool for organizing and managing data, which is called the Excel Table. Table features include automatic freeze-panes, easier formatting, and other features that increase ease of use and protection for your data. PivotTables and charting tools have been enhanced to become more user-friendly and powerful. Named ranges can be viewed and edited with the new Name Manager.

Lesson 1: Calculating Data with Advanced Formulas

Topic 1A: Calculate Data Across Worksheets
Topic 1B: Mixed and Absolute Referencing
Topic 1C: Use Nested Functions
Topic 1D: Conditional Logic Functions

Lesson 2: Organizing Data with Tables

Topic 2A: Create and Modify Tables
Topic 2B: Format Tables
Topic 2C: Sort and Filter Data
Topic 2D: Calculate Data in a Table

Lesson 3: Using Lookup Functions

Topic 3A: Create and Use Named Ranges
Topic 3B: Manage Named Ranges
Topic 3C: VLOOKUP
Topic 3D: HLOOKUP

Lesson 4: Presenting Data Using Charts

Topic 4A: Create Charts
Topic 4B: Modify Charts
Topic 4C: Incorporate Shapes in Charts
Topic 4D: Create Trendlines

Lesson 5: Analyzing Data Using PivotTables and PivotCharts

Topic 5A: Create a PivotTable
Topic 5B: Analyze Data by PivotTable
Topic 5C: Analyze Data by PivotChart

Lesson 6: Enhancing Workbooks

Topic 6A: Customize the Excel Environment
Topic 6B: Manage Themes
Topic 6C: Save a Workspace