

Excel® 2007: Intermediate

Course length: 1 day

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: Excel 2007 - Introduction

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

Manage Cell and Range Names
Calculate Data Across Worksheets
Use Specialized Functions
Analyze Data with Logical and Lookup Functions

Lesson 2: Organizing Worksheet & Table Data

Create and Modify Tables
Format Tables
Sort or Filter Worksheet or Table Data
Calculate Data in a Table or Worksheet

Lesson 3: Presenting Data Using Charts

Create a Chart
Modify Charts
Format Charts

Lesson 4: Analyzing Data Using PivotTables and PivotCharts

Create a PivotTable Report
Analyze Data Using PivotCharts

Lesson 5: Inserting Graphic Objects

Insert and Modify Pictures and ClipArt
Draw and Modify Shapes
Illustrate Workflow Using SmartArt Graphics
Layer and Group Graphic Objects

Lesson 6: Customizing and Enhancing Workbooks and the Excel Environment

Customize the Excel Environment
Customize Workbooks
Manage Themes
Create and Use Templates

If you have any questions about this course, please call CompuTrain at (713) 349-9186.