



Excel 2007: Level 2 - Advanced Functions, Charts & PivotTables

Description

In this course, you will use Microsoft Excel 2007 to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas. You will apply visual elements and advanced formulas to a worksheet to display data in various formats.

Audience

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.

Prerequisites

Students should have completed Excel 2007: Level 1, or have equivalent knowledge, and be confident with creating basic spreadsheets, writing basic formulas, copying and moving data, saving and retrieving worksheets and printing.

Learning 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 Excel environment.

Topics Covered

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