

Prologue

Description

This course enables participants to appreciate and use the advanced features available with Microsoft Excel. Participants will be able to apply visual elements and advanced formulas to an Excel worksheet and display data in various formats.

Topics include using Microsoft Excel to analyze and calculate complex data using tools like pivot tables, and organizing and presenting data using charts and graphics. This course will enable students to automate some common tasks, apply advanced analysis techniques to more complex data sets, and collaborate and share worksheets and Excel data with other applications. Students will be able to extend their knowledge on Microsoft Office Excel 2007 and use it to be more productive and efficient at their workplace

This course emphasizes on creating templates, sorting and filtering data, importing and exporting data, analyzing data, and working with Excel on the Web. Furthermore, this course discusses more specialized and advanced capabilities of Excel by applying advanced analysis techniques to more complex data sets, collaborating on worksheets with others, and sharing Excel data with other applications.

Rationale

Organizations need analyzed, accurate, and updated information to take quick and effective business decisions. This information should be readily available at a unified location such as the web in a uniform format. To achieve this, organizations need to gather, organize, manipulate, and analyze information.

Objectives

Microsoft Office Excel® 2007: Level 2

After completing 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.

Microsoft Office Excel® 2007: Level 3

After completing this course, students will be able to:

- Increase productivity and improve efficiency by streamlining your workflow.
- Collaborate with others using workbooks.
- Audit worksheets.
- Analyze data.
- Work with multiple workbooks.
- Import and export data.
- Use Excel with the web.
- Structure workbooks with XML.

Entry Profile

A student who registers for this course should have:


- Basic working knowledge of Microsoft Excel
- Should be proficient with or have completed Microsoft Office Excel 2007 Level 1 course.

Exit Profile

At the end of the program students will be able to:

- Understand and work with advanced formulas
- Analyze data using Microsoft Excel
- Customize Excel to meet business requirements
- Utilize the benefits of Excel and increase productivity and efficiency
- Learn how to integrate Excel with web and XML

Conventions

<i>Convention</i>	<i>Indicates...</i>
	<i>Note</i>

