

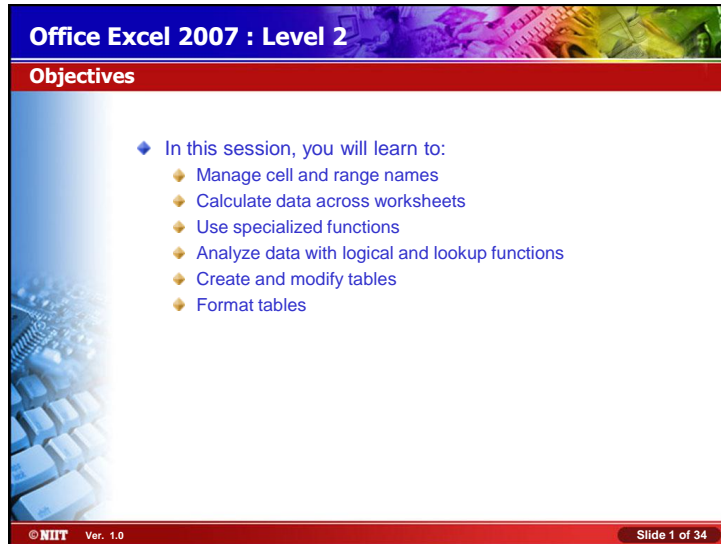


# Instructor Inputs

Session 1



Slide 1

A presentation slide titled "Office Excel 2007 : Level 2" with a red header bar. Below the title is a red bar with the word "Objectives" in white. The main content area is white with a blue gradient on the left side showing a keyboard. It contains a list of objectives. At the bottom, there is a red bar with "©NIIT Ver. 1.0" on the left and "Slide 1 of 34" on the right.

**Office Excel 2007 : Level 2**

**Objectives**

- ◆ In this session, you will learn to:
  - ◆ Manage cell and range names
  - ◆ Calculate data across worksheets
  - ◆ Use specialized functions
  - ◆ Analyze data with logical and lookup functions
  - ◆ Create and modify tables
  - ◆ Format tables

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Share the session objectives with the students.

Slide 2

**Office Excel 2007 : Level 2**

**Manage Cell and Range Names**

- ◆ A range name:
  - ◆ Is a method of referring to one or more cells with a descriptive label.
  - ◆ Must start with a letter.
  - ◆ Cannot contain spaces.
  - ◆ Can be up to 255 characters long.
- ◆ You can use the Name Manager to create, edit, and delete the range names.

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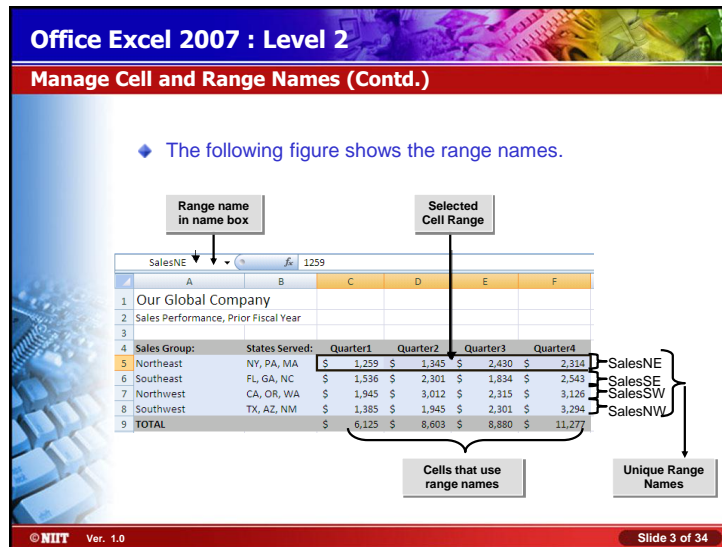
Before starting this session introduce the students to the new interface of Excel 2007. You can use the following link that beautifully explains this new interface and its working. This link provides an audio-based tutorial of Excel 2007.

<http://office.microsoft.com/training/Training.aspx?AssetID=RP100620721033&CTT=6&Origin=RC100620751033>

Use the slide to explain the concept of range names. A range name is used, instead of cell addresses for easy and better understanding of formulas. While constructing complex formulas, it is a best practice to use range names instead of cell addresses.

You can use the following link to explain how to create range name, adjust range name references, and delete range names. This link also provides tips for assigning range names.

<http://www.uwec.edu/help/Excel07/rgnme.htm>

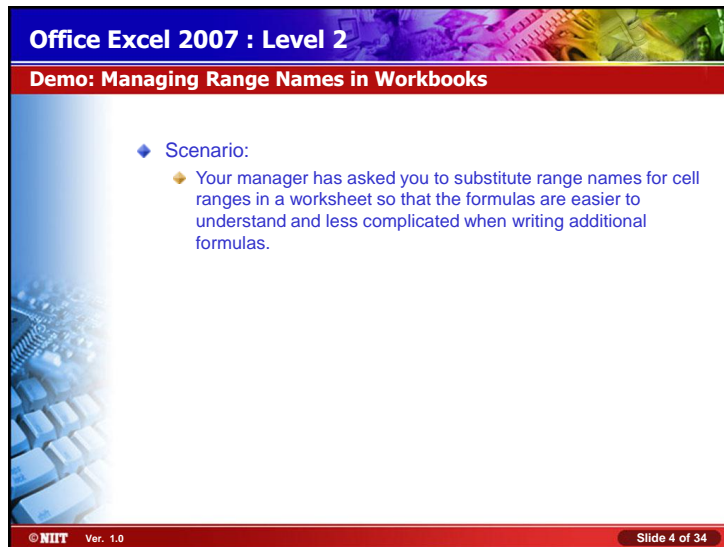


Use the figure given in the slide to discuss about the range names.

The worksheet, shown in the figure, provides the quarterly Sales performance data of four sales region of Our Global Company. The range C5:F5 is named as SalesNE, which is displayed in the name box. Similarly, C6:F6 cell range is named as SalesSE, C7:F7 cell range is named as SalesSW, and C8:F8 cell range is named as SalesNW.

You can explain the use of range names in analyzing business data , such as accounting data, by using the following link.

<http://www.accountingweb.co.uk/cgi-bin/item.cgi?id=175623&d=1025&dateformat=%25o-%25B>



The slide is titled "Office Excel 2007 : Level 2" and "Demo: Managing Range Names in Workbooks". It features a blue gradient background on the left with a keyboard image. The main content area is white with a blue diamond icon next to the word "Scenario:". Below it, a yellow diamond icon introduces a bullet point. The footer is red with "©NIIT Ver. 1.0" on the left and "Slide 4 of 34" on the right.

**Office Excel 2007 : Level 2**

**Demo: Managing Range Names in Workbooks**

◆ Scenario:

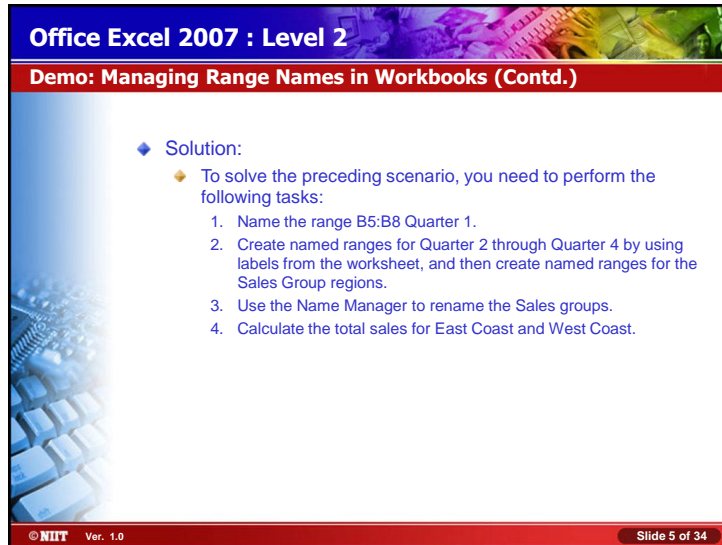
- ◆ Your manager has asked you to substitute range names for cell ranges in a worksheet so that the formulas are easier to understand and less complicated when writing additional formulas.

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Discuss the scenario of Activity 1-1 of Lesson 1 in the Student Guide with the students.

You can access the data file for this activity from the following path in the TIRM CD:

TIRM\DATA FILES FOR FACULTY\LEVEL 2\Calculating Data with Advanced Formulas\Named Ranges.xlsx

The slide features a blue header with the text "Office Excel 2007 : Level 2" and a red sub-header with "Demo: Managing Range Names in Workbooks (Contd.)". The main content area is white with a blue gradient on the left side. It contains a "Solution:" section with a blue diamond icon, followed by a task list. The footer is red and contains the NIIT logo, version information, and the slide number.

**Office Excel 2007 : Level 2**

**Demo: Managing Range Names in Workbooks (Contd.)**

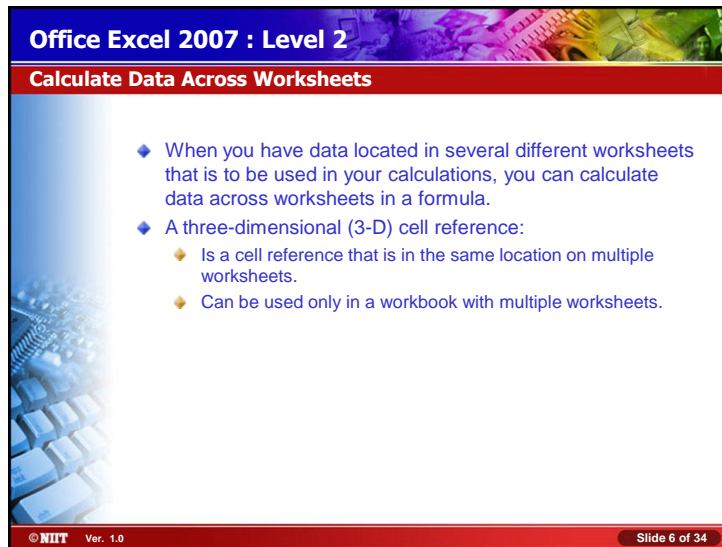
◆ **Solution:**

- ◆ To solve the preceding scenario, you need to perform the following tasks:
  1. Name the range B5:B8 Quarter 1.
  2. Create named ranges for Quarter 2 through Quarter 4 by using labels from the worksheet, and then create named ranges for the Sales Group regions.
  3. Use the Name Manager to rename the Sales groups.
  4. Calculate the total sales for East Coast and West Coast.

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Discuss the solution with the students. To demonstrate the solution, access the file provided at the following path in the TIRM CD:

TIRM\Data Files for Faculty\Solutions\Level 2\Calculating Data with Advanced Formulas\My Named Ranges.xlsx



**Office Excel 2007 : Level 2**

**Calculate Data Across Worksheets**

- ◆ When you have data located in several different worksheets that is to be used in your calculations, you can calculate data across worksheets in a formula.
- ◆ A three-dimensional (3-D) cell reference:
  - ◆ Is a cell reference that is in the same location on multiple worksheets.
  - ◆ Can be used only in a workbook with multiple worksheets.

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Use the slide to explain the students how to calculate data across worksheets. You can provide the following example to the students:

Peter is a Jr. Accounts Manager in Ranbank consultancy Ltd.. He is required to record the financial details of all the employees working in the Education department. He maintains a workbook with three worksheets consisting of the Basic pay, HRA (30 % of Basic Pay), and DA (40% of Basic Pay) details of employees. To calculate the monthly salary of a particular employee, Peter needs to add the individual's information from all the three worksheets.

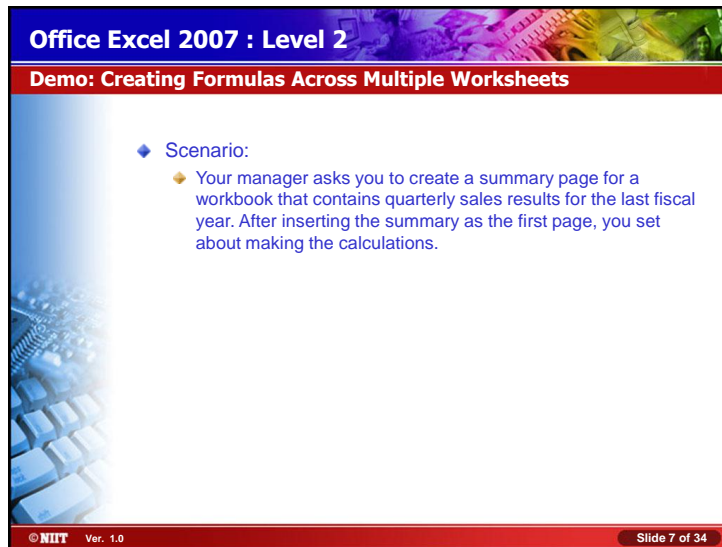
Discuss the problem statement with the students.

To demonstrate the solution, follow the following path in the TIRM CD:

TIRM\DATAFILES FOR FACULTY\LEVEL 2\Calculating Data with Advanced Formulas\Emp\_Sal.xlsx

Conclude the discussion saying that, to maintain the accuracy of the data, Peter made the calculations across worksheets instead of copying data from the three worksheets into a single worksheet, Salary.





**Office Excel 2007 : Level 2**

**Demo: Creating Formulas Across Multiple Worksheets**

◆ Scenario:

- ◆ Your manager asks you to create a summary page for a workbook that contains quarterly sales results for the last fiscal year. After inserting the summary as the first page, you set about making the calculations.

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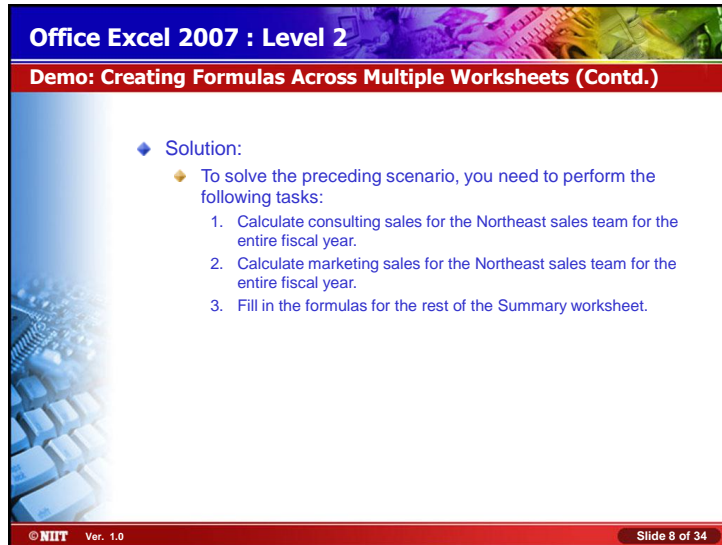
Discuss the scenario of Activity 1-2 of Lesson 1 in the Student Guide with the students.

You can access the data file for this activity from the following path in the TIRM CD:

TIRM\DATAFILES FOR FACULTY\LEVEL 2\Calculating Data with Advanced Formulas\3D Formulas.xlsx

You can use the following link that excellently describes the use of Formulas in Excel 2007.

[http://www.educationonlineforcomputers.com/blogs/Free\\_Microsoft\\_Office\\_Training\\_Tutorial\\_Resources.php](http://www.educationonlineforcomputers.com/blogs/Free_Microsoft_Office_Training_Tutorial_Resources.php)

The slide features a blue header with the text "Office Excel 2007 : Level 2" and a red sub-header "Demo: Creating Formulas Across Multiple Worksheets (Contd.)". The main content area has a light blue background with a keyboard graphic on the left. It contains a "Solution:" section with a diamond icon, followed by a task list. The footer is red and contains the NIIT logo, version "Ver. 1.0", and the slide number "Slide 8 of 34".

**Office Excel 2007 : Level 2**

**Demo: Creating Formulas Across Multiple Worksheets (Contd.)**

◆ **Solution:**

- ◆ To solve the preceding scenario, you need to perform the following tasks:
  1. Calculate consulting sales for the Northeast sales team for the entire fiscal year.
  2. Calculate marketing sales for the Northeast sales team for the entire fiscal year.
  3. Fill in the formulas for the rest of the Summary worksheet.

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Discuss the solution with the students. To demonstrate the solution, access the file provided at the following path in the TIRM CD:

TIRM\Data Files For Faculty\SOLUTIONS\Level 2\Calculating Data with Advanced Formulas\My 3D Formulas.xlsx

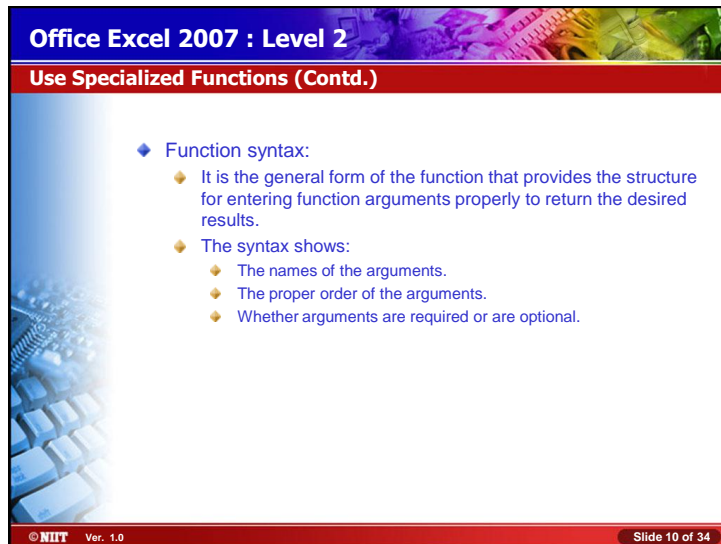
The slide features a blue header with the text "Office Excel 2007 : Level 2" and a red sub-header "Use Specialized Functions". The main content area is white with a blue gradient on the left side showing a keyboard. A blue diamond bullet point is followed by the text: "Specialized functions enable you to perform advanced calculations, such as operations on specialized types of data." The footer is red and contains the NIIT logo, "Ver. 1.0", and "Slide 9 of 34".

Pages 12 and 13 of the Students Guide discuss the 10 Function categories in Excel. Out of these 10 categories, emphasize much on the Text, Date & Time, and Logical function categories. You can open the Excel worksheet to show the working of Text, Date & Time, and Logical functions.

You can use the following link that excellently describes the basic and advanced functions in Excel 2007 in the topic [Using Formulas and Functions in Microsoft Excel 2003](http://www.educationonlineforcomputers.com/blogs/Free_Microsoft_Office_Training_Tutorial_Resources.php).

[http://www.educationonlineforcomputers.com/blogs/Free\\_Microsoft\\_Office\\_Training\\_Tutorial\\_Resources.php](http://www.educationonlineforcomputers.com/blogs/Free_Microsoft_Office_Training_Tutorial_Resources.php)

Slide 10



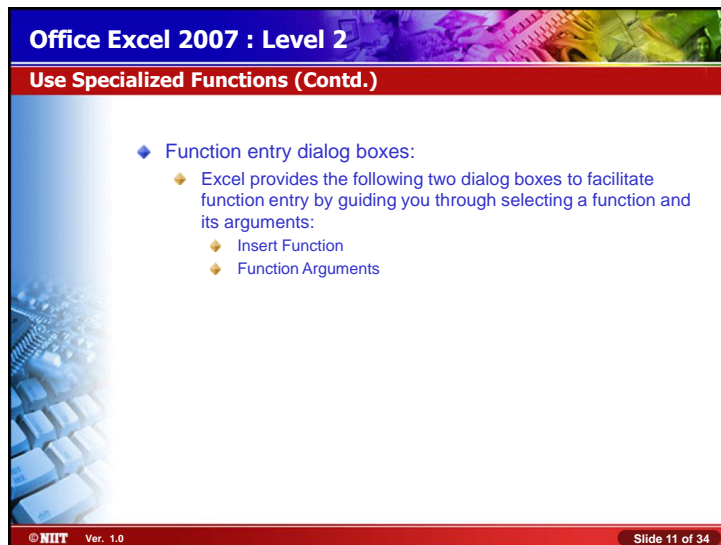
**Office Excel 2007 : Level 2**

**Use Specialized Functions (Contd.)**

- ◆ **Function syntax:**
  - ◆ It is the general form of the function that provides the structure for entering function arguments properly to return the desired results.
  - ◆ The syntax shows:
    - ◆ The names of the arguments.
    - ◆ The proper order of the arguments.
    - ◆ Whether arguments are required or are optional.

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Slide 11



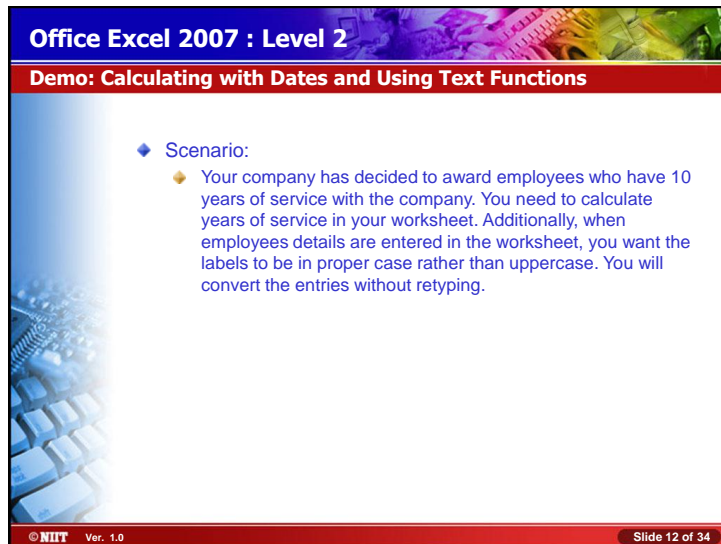
**Office Excel 2007 : Level 2**

**Use Specialized Functions (Contd.)**

- ◆ **Function entry dialog boxes:**
  - ◆ Excel provides the following two dialog boxes to facilitate function entry by guiding you through selecting a function and its arguments:
    - ◆ Insert Function
    - ◆ Function Arguments

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Refer to Page 14 to give the descriptions for the two function entry dialog boxes mentioned in the slide.



The slide features a blue header with the text "Office Excel 2007 : Level 2" and a red sub-header with "Demo: Calculating with Dates and Using Text Functions". The main content area is white with a blue gradient on the left side. It contains a "Scenario" section with a blue diamond icon and a yellow diamond icon. The text describes a company's decision to award employees with 10 years of service, requiring calculation of years of service in a worksheet. It also mentions that employee details entered in the worksheet should be in proper case rather than uppercase, and that the user will convert the entries without retyping. The bottom of the slide has a red bar with "© NIIT Ver. 1.0" on the left and "Slide 12 of 34" on the right.

**Office Excel 2007 : Level 2**

**Demo: Calculating with Dates and Using Text Functions**

◆ Scenario:

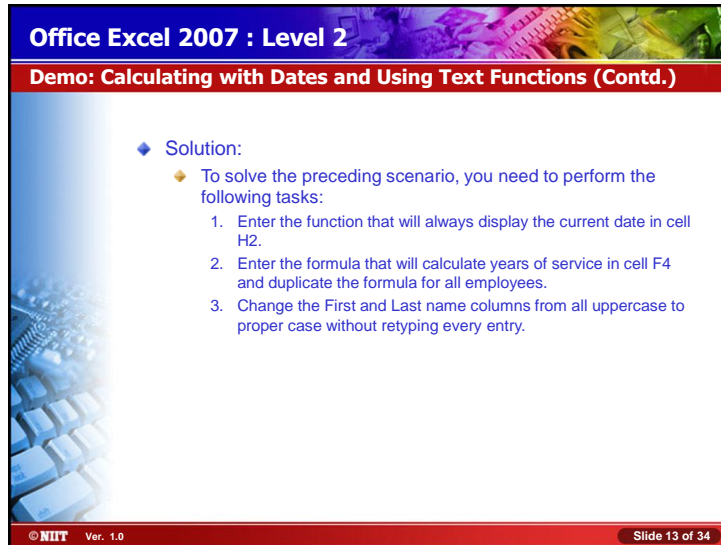
◆ Your company has decided to award employees who have 10 years of service with the company. You need to calculate years of service in your worksheet. Additionally, when employees details are entered in the worksheet, you want the labels to be in proper case rather than uppercase. You will convert the entries without retyping.

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Discuss the scenario of Activity 1-3 of Lesson 1 in the Student Guide with the students.

You can access the data file for this activity from the following path in the TIRM CD:

TIRM\DATAFILES FOR FACULTY\LEVEL 2\Calculating Data with Advanced Formulas\Text and Date Functions.xlsx

The slide features a blue header with the text "Office Excel 2007 : Level 2" and a red sub-header with "Demo: Calculating with Dates and Using Text Functions (Contd.)". The main content area is white with a blue gradient on the left side. It contains a "Solution:" section with a blue diamond icon, followed by a task list. The footer is red and contains the NIIT logo, "Ver. 1.0", and "Slide 13 of 34".

**Office Excel 2007 : Level 2**

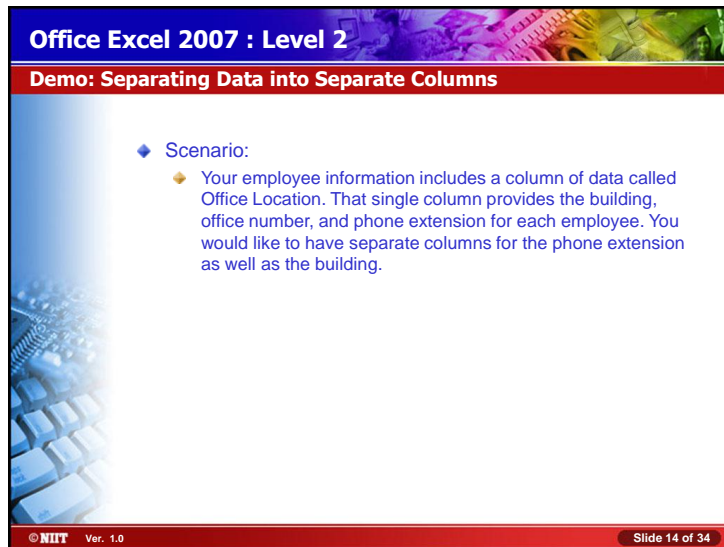
**Demo: Calculating with Dates and Using Text Functions (Contd.)**

◆ **Solution:**

- ◆ To solve the preceding scenario, you need to perform the following tasks:
  1. Enter the function that will always display the current date in cell H2.
  2. Enter the formula that will calculate years of service in cell F4 and duplicate the formula for all employees.
  3. Change the First and Last name columns from all uppercase to proper case without retyping every entry.

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Discuss the solution with the students. To demonstrate the solution, access the file provided at the following path in the TIRM CD:  
TIRM\Data files For Faculty\SOLUTIONS\Level 2\Calculating Data with Advanced Formulas\My Text and Date Functions.xlsx



The slide features a blue header with the text "Office Excel 2007 : Level 2" and a red sub-header with "Demo: Separating Data into Separate Columns". The main content area is white with a blue gradient on the left side. It contains a "Scenario:" section with a blue diamond icon, followed by a yellow diamond icon and a paragraph of text. The bottom of the slide has a red footer bar with "©NIIT Ver. 1.0" on the left and "Slide 14 of 34" on the right.

**Office Excel 2007 : Level 2**

**Demo: Separating Data into Separate Columns**

◆ Scenario:

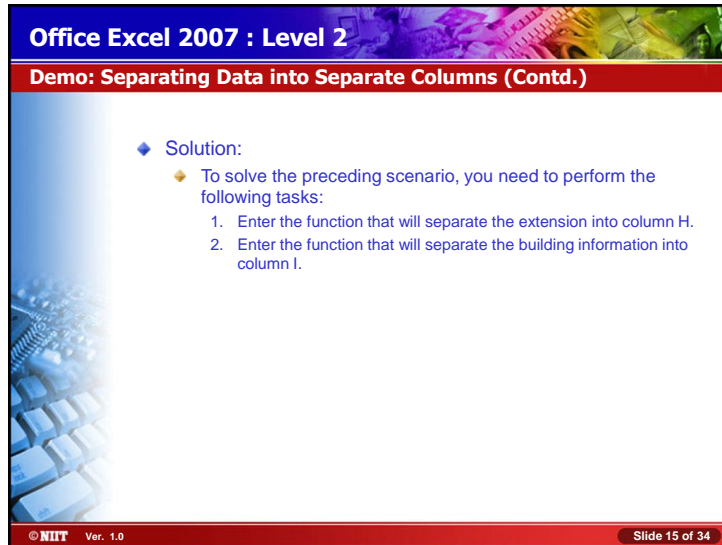
- ◆ Your employee information includes a column of data called Office Location. That single column provides the building, office number, and phone extension for each employee. You would like to have separate columns for the phone extension as well as the building.

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Discuss the scenario of Activity 1-4 of Lesson 1 in the Student Guide with the students.

You can access the data file for this activity from the following path in the TIRM CD:

TIRM\DATAFILES FOR FACULTY\LEVEL 2\Calculating Data with Advanced Formulas\Text and Date Functions.xlsx



**Office Excel 2007 : Level 2**

**Demo: Separating Data into Separate Columns (Contd.)**

◆ **Solution:**

- ◆ To solve the preceding scenario, you need to perform the following tasks:
  1. Enter the function that will separate the extension into column H.
  2. Enter the function that will separate the building information into column I.

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Discuss the solution with the students. To demonstrate the solution, access the file provided at the following path in the TIRM CD:  
TIRM\Data files For Faculty\SOLUTIONS\Level 2\Calculating Data with Advanced Formulas\My Text and Date Functions.xlsx



**Office Excel 2007 : Level 2**

**Analyze Data with Logical and Lookup Functions**

- ◆ Logical functions :
  - ◆ And
  - ◆ False
  - ◆ If
  - ◆ Iferror
  - ◆ Not
  - ◆ Or
  - ◆ True
- ◆ Each Logical function analyzes the contents of a cell.
  - ◆ The function then returns a value, either true or false, depending upon whether the cell contents match the function requirements.

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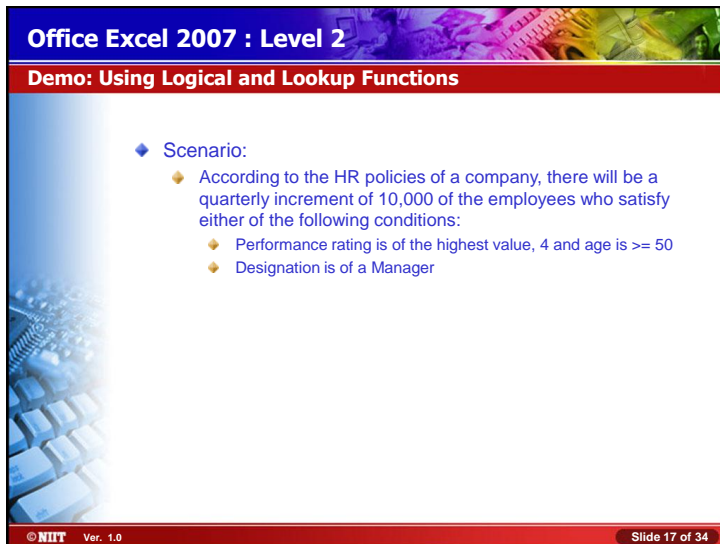
Logical and Lookup & Reference functions are the specialized functions used to analyze data in Excel. Discuss Figure 1-1 given in page 19. The figure shows the use of the IF function in a worksheet to determine if the budget plan is under or over the budget amount of \$100. In addition, refer to pages 20 and 21 to discuss about the various logical functions.

Later discuss the complete slide.

You can use the following link that excellently describes the use of Advanced Functions in Excel 2007.

[http://www.educationonlineforcomputers.com/blogs/Free\\_Microsoft\\_Office\\_Training\\_Tutorial\\_Resources.php](http://www.educationonlineforcomputers.com/blogs/Free_Microsoft_Office_Training_Tutorial_Resources.php)

Slide 17



Office Excel 2007 : Level 2

**Demo: Using Logical and Lookup Functions**

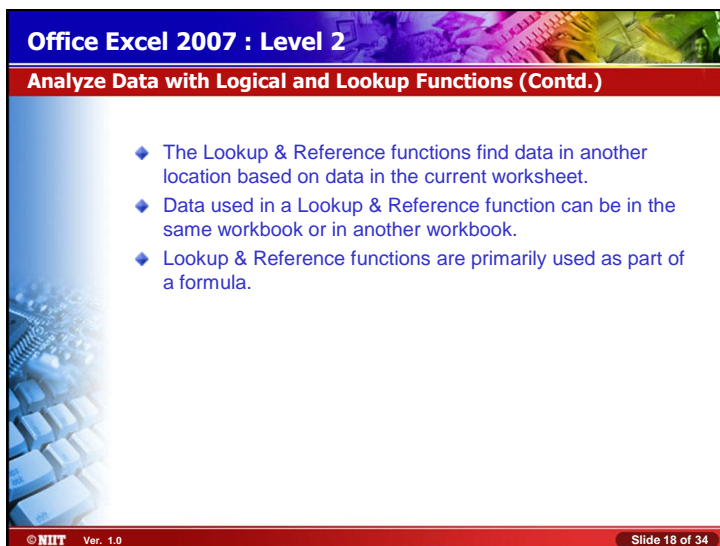
- ◆ Scenario:
  - ◆ According to the HR policies of a company, there will be a quarterly increment of 10,000 of the employees who satisfy either of the following conditions:
    - ◆ Performance rating is of the highest value, 4 and age is  $\geq 50$
    - ◆ Designation is of a Manager

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Discuss the scenario with the students to define the working of the IF, AND, and OR logical functions. Ask them to give their solutions. After 10 minutes, discuss the solution with the students. To demonstrate the solution, access the file provided at the following path in the TIRM CD:

TIRM\Data files For Faculty\Level 2\Calculating Data with Advanced Formulas\Logical\_function1.xlsx

Slide 18



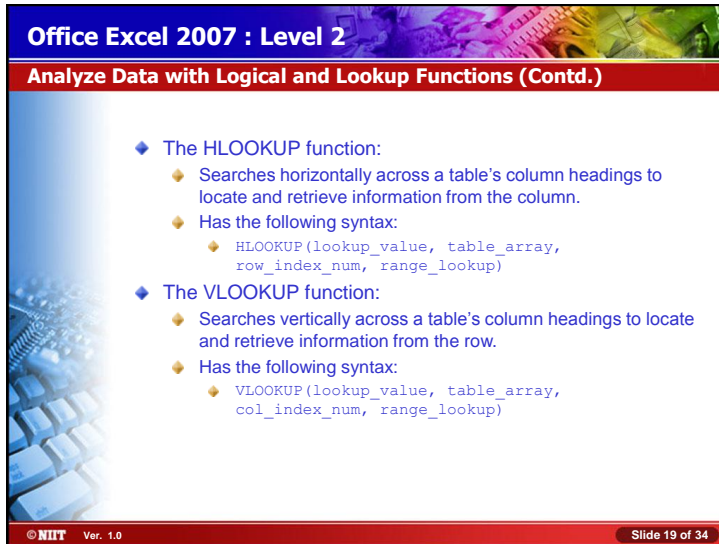
Office Excel 2007 : Level 2

**Analyze Data with Logical and Lookup Functions (Contd.)**

- ◆ The Lookup & Reference functions find data in another location based on data in the current worksheet.
- ◆ Data used in a Lookup & Reference function can be in the same workbook or in another workbook.
- ◆ Lookup & Reference functions are primarily used as part of a formula.

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The Lookup & Reference functions enable you to retrieve accurate data directly from the source.



**Office Excel 2007 : Level 2**

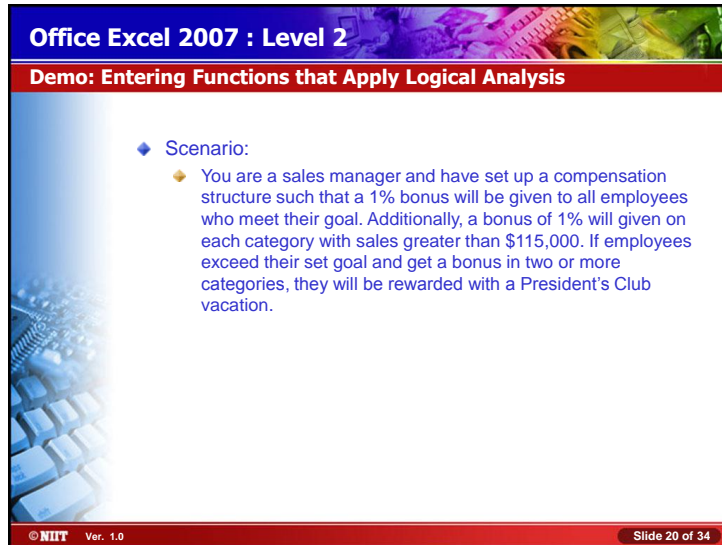
**Analyze Data with Logical and Lookup Functions (Contd.)**

- ◆ The HLOOKUP function:
  - ◆ Searches horizontally across a table's column headings to locate and retrieve information from the column.
  - ◆ Has the following syntax:
    - ◆ `HLOOKUP(lookup_value, table_array, row_index_num, range_lookup)`
- ◆ The VLOOKUP function:
  - ◆ Searches vertically across a table's column headings to locate and retrieve information from the row.
  - ◆ Has the following syntax:
    - ◆ `VLOOKUP(lookup_value, table_array, col_index_num, range_lookup)`

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You can use the following link that excellently describes the use of Advanced Functions in Excel 2007 with examples.

[http://www.educationonlineforcomputers.com/blogs/Free\\_Microsoft\\_Office\\_Training\\_Tutorial\\_Resources.php](http://www.educationonlineforcomputers.com/blogs/Free_Microsoft_Office_Training_Tutorial_Resources.php)



The slide features a header with a blue background and white text reading "Office Excel 2007 : Level 2". Below this is a red banner with white text that says "Demo: Entering Functions that Apply Logical Analysis". The main content area has a light blue background with a keyboard graphic on the left. It contains a blue diamond icon followed by the word "Scenario:". Below this is a yellow diamond icon followed by a paragraph of text. At the bottom, there is a red footer bar with white text on the left that reads "©NIIT Ver. 1.0" and on the right that reads "Slide 20 of 34".

**Office Excel 2007 : Level 2**

**Demo: Entering Functions that Apply Logical Analysis**

◆ Scenario:

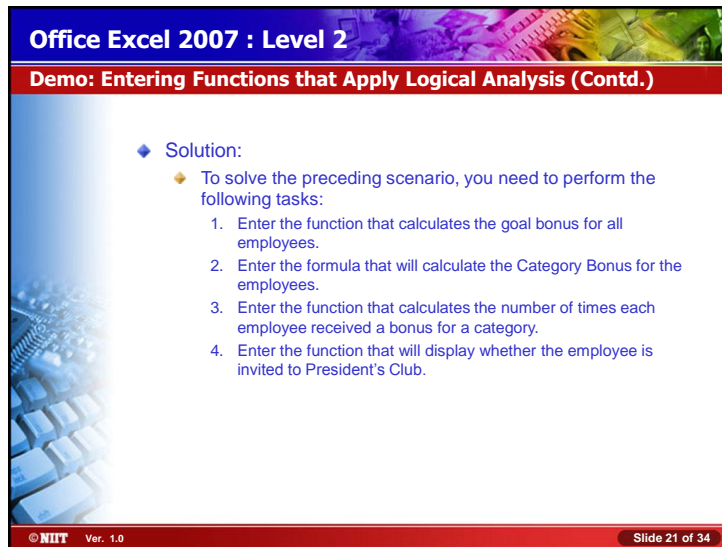
- ◆ You are a sales manager and have set up a compensation structure such that a 1% bonus will be given to all employees who meet their goal. Additionally, a bonus of 1% will given on each category with sales greater than \$115,000. If employees exceed their set goal and get a bonus in two or more categories, they will be rewarded with a President's Club vacation.

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Discuss the scenario of Activity 1-5 of Lesson 1 in the Student Guide with the students.

You can access the data file for this activity from the following path in the TIRM CD:

TIRM\DATAFILES FOR FACULTY\LEVEL 2\Calculating Data with Advanced Formulas\Logical.xlsx



**Office Excel 2007 : Level 2**

**Demo: Entering Functions that Apply Logical Analysis (Contd.)**

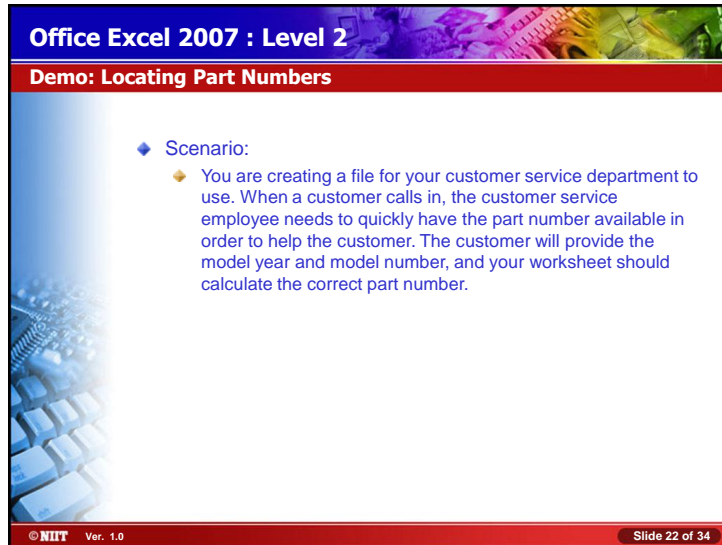
◆ Solution:

- ◆ To solve the preceding scenario, you need to perform the following tasks:
  1. Enter the function that calculates the goal bonus for all employees.
  2. Enter the formula that will calculate the Category Bonus for the employees.
  3. Enter the function that calculates the number of times each employee received a bonus for a category.
  4. Enter the function that will display whether the employee is invited to President's Club.

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Discuss the solution with the students. To demonstrate the solution, access the file provided at the following path in the TIRM CD:

TIRM\Data Files For Faculty\SOLUTIONS\Calculating Data with Advanced Formulas\My Logical.xlsx

The slide is titled "Office Excel 2007 : Level 2" in a blue header bar, with a sub-header "Demo: Locating Part Numbers" in a red bar. The main content area has a light blue background with a keyboard graphic on the left. It contains a "Scenario:" section with a blue diamond icon, followed by a yellow diamond icon and a paragraph of text. The footer is a red bar with "©NIIT Ver. 1.0" on the left and "Slide 22 of 34" on the right.

**Office Excel 2007 : Level 2**

**Demo: Locating Part Numbers**

◆ Scenario:

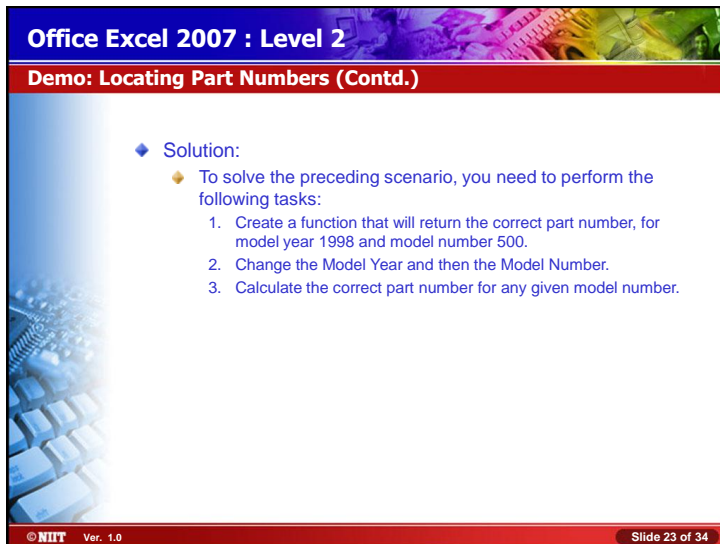
◆ You are creating a file for your customer service department to use. When a customer calls in, the customer service employee needs to quickly have the part number available in order to help the customer. The customer will provide the model year and model number, and your worksheet should calculate the correct part number.

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Discuss the scenario of Activity 1-6 of Lesson 1 in the Student Guide with the students.

You can access the data file for this activity from the following path in the TIRM CD:  
TIRM\DATAFILES FOR FACULTY\LEVEL 2\Calculating Data with Advanced Formulas\Lookup  
Tables.xlsx

Slide 23



**Office Excel 2007 : Level 2**

**Demo: Locating Part Numbers (Contd.)**

◆ **Solution:**

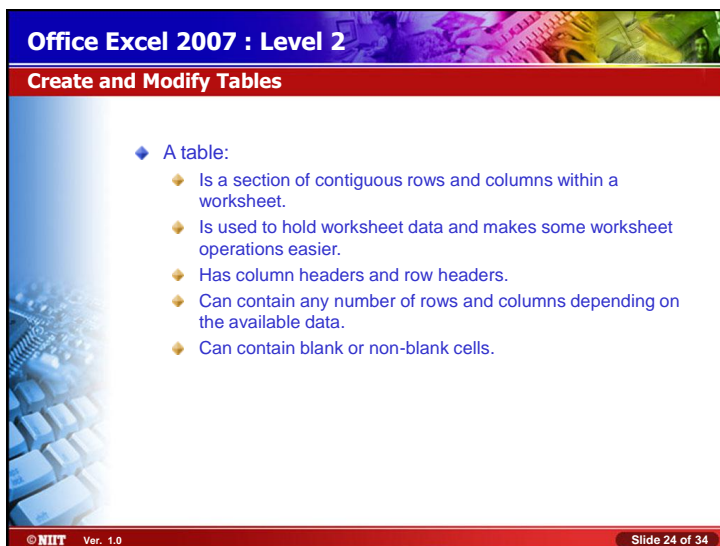
- ◆ To solve the preceding scenario, you need to perform the following tasks:
  1. Create a function that will return the correct part number, for model year 1998 and model number 500.
  2. Change the Model Year and then the Model Number.
  3. Calculate the correct part number for any given model number.

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Discuss the solution with the students. To demonstrate the solution, access the file provided at the following path in the TIRM CD:

TIRM\Data files For Faculty\SOLUTIONS\Level 2\Calculating Data with Advanced Formulas\My Lookup Tables.xlsx

Slide 24



**Office Excel 2007 : Level 2**

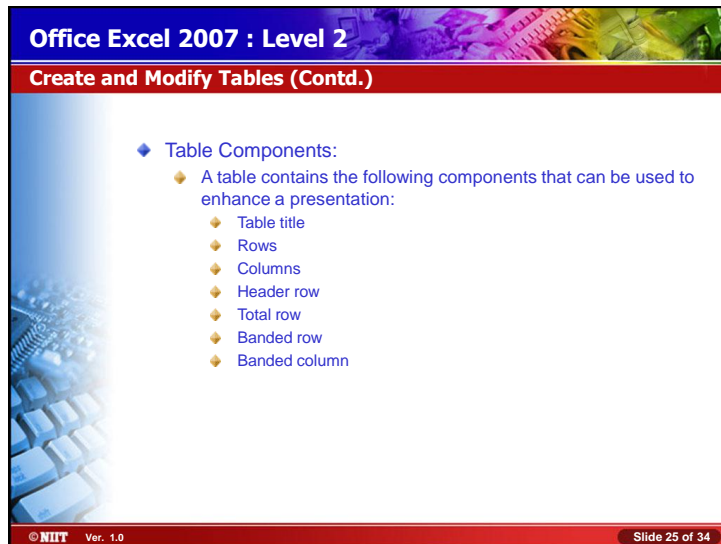
**Create and Modify Tables**

◆ **A table:**

- ◆ Is a section of contiguous rows and columns within a worksheet.
- ◆ Is used to hold worksheet data and makes some worksheet operations easier.
- ◆ Has column headers and row headers.
- ◆ Can contain any number of rows and columns depending on the available data.
- ◆ Can contain blank or non-blank cells.

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Introduce this topic as a tool for organizing data in Microsoft Office 2007.

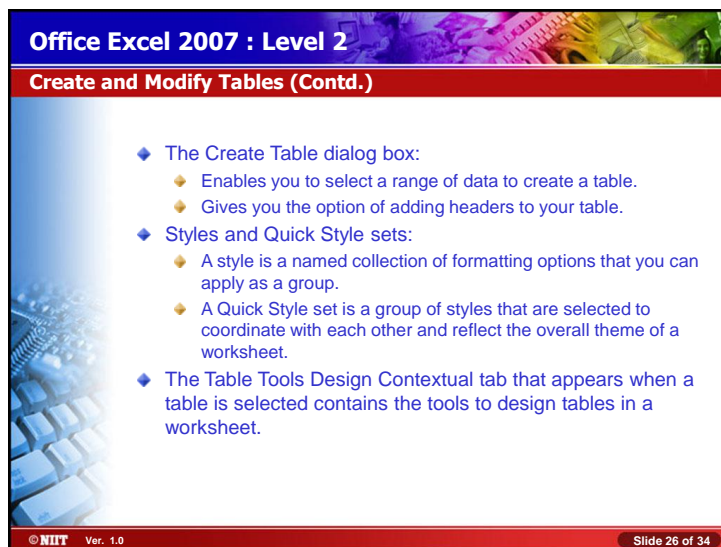


**Office Excel 2007 : Level 2**

**Create and Modify Tables (Contd.)**

- ◆ Table Components:
  - ◆ A table contains the following components that can be used to enhance a presentation:
    - ◆ Table title
    - ◆ Rows
    - ◆ Columns
    - ◆ Header row
    - ◆ Total row
    - ◆ Banded row
    - ◆ Banded column

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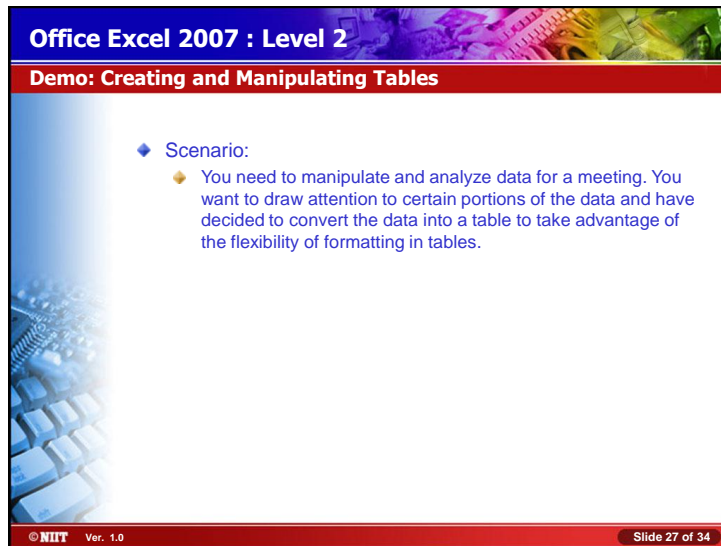
**Create and Modify Tables (Contd.)**

- ◆ The Create Table dialog box:
  - ◆ Enables you to select a range of data to create a table.
  - ◆ Gives you the option of adding headers to your table.
- ◆ Styles and Quick Style sets:
  - ◆ A style is a named collection of formatting options that you can apply as a group.
  - ◆ A Quick Style set is a group of styles that are selected to coordinate with each other and reflect the overall theme of a worksheet.
- ◆ The Table Tools Design Contextual tab that appears when a table is selected contains the tools to design tables in a worksheet.

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To discuss about the various groups under the Table Tools Design contextual tab refer to Page 32.



The slide features a blue header with the text "Office Excel 2007 : Level 2" and a red sub-header with "Demo: Creating and Manipulating Tables". The main content area is white with a blue gradient on the left side that includes a keyboard graphic. A blue diamond icon precedes the "Scenario:" text. A yellow diamond icon precedes the scenario description. The bottom of the slide has a red footer bar containing the NIIT logo, "Ver. 1.0", and "Slide 27 of 34".

**Office Excel 2007 : Level 2**

**Demo: Creating and Manipulating Tables**

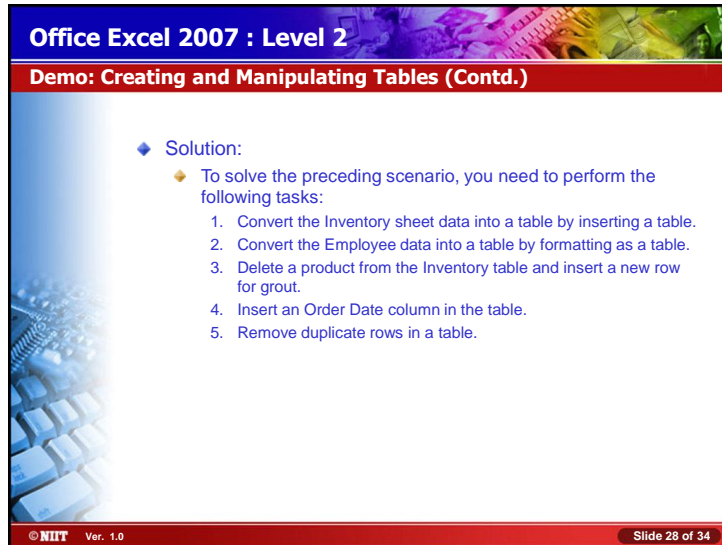
◆ Scenario:

◆ You need to manipulate and analyze data for a meeting. You want to draw attention to certain portions of the data and have decided to convert the data into a table to take advantage of the flexibility of formatting in tables.

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Discuss the scenario of Activity 2-1 of Lesson 2 in the Student Guide with the students.

You can access the data file for this activity from the following path in the TIRM CD:  
TIRM\DATAFILES FOR FACULTY\LEVEL 2\Organizing Worksheet and Table Data\Tables.xlsx

The slide features a blue header with the text "Office Excel 2007 : Level 2" and a red sub-header "Demo: Creating and Manipulating Tables (Contd.)". The main content area is white with a blue gradient on the left side. It contains a "Solution:" section with a diamond icon, followed by a list of tasks. The footer is red and contains the NIIT logo, "Ver. 1.0", and "Slide 28 of 34".

**Office Excel 2007 : Level 2**

**Demo: Creating and Manipulating Tables (Contd.)**

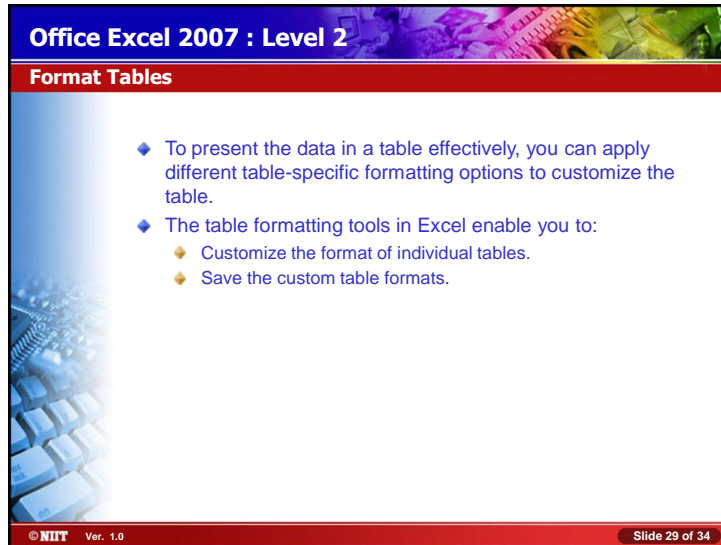
◆ **Solution:**

- ◆ To solve the preceding scenario, you need to perform the following tasks:
  1. Convert the Inventory sheet data into a table by inserting a table.
  2. Convert the Employee data into a table by formatting as a table.
  3. Delete a product from the Inventory table and insert a new row for grout.
  4. Insert an Order Date column in the table.
  5. Remove duplicate rows in a table.

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Discuss the solution with the students. To demonstrate the solution, access the file provided at the following path in the TIRM CD:

TIRM\Data Files For Faculty\SOLUTIONS\Level 2\Organizing Worksheet and Table Data\My Tables.xlsx

The slide features a blue header with the text "Office Excel 2007 : Level 2" and a red sub-header "Format Tables". The main content area is white with a blue gradient on the left side. It contains two bullet points: the first is a blue diamond followed by "To present the data in a table effectively, you can apply different table-specific formatting options to customize the table."; the second is a blue diamond followed by "The table formatting tools in Excel enable you to:", which is followed by two sub-bullets marked with gold diamonds: "Customize the format of individual tables." and "Save the custom table formats." The bottom of the slide has a red footer bar with "©NIIT Ver. 1.0" on the left and "Slide 29 of 34" on the right.

**Office Excel 2007 : Level 2**

**Format Tables**

- ◆ To present the data in a table effectively, you can apply different table-specific formatting options to customize the table.
- ◆ The table formatting tools in Excel enable you to:
  - ◆ Customize the format of individual tables.
  - ◆ Save the custom table formats.

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Use the slide to discuss how to apply table-specific formatting options and how to customize the table format. A table that uses the default formats might not be visually appealing to a user, and the information might not be clearly identified. So, a user can customize the format of an individual table.

**Office Excel 2007 : Level 2**

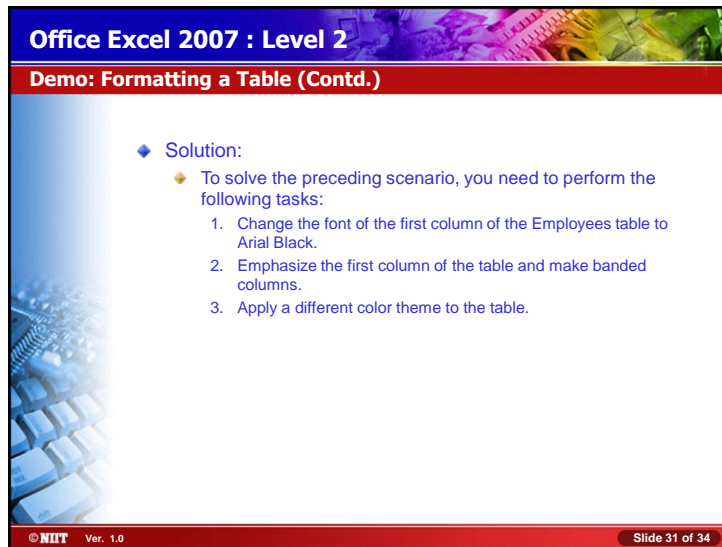
**Demo: Formatting a Table**

◆ Scenario:

- ◆ You are preparing the worksheet for distribution. You want to emphasize the employee names with a different font and style. All columns should be highlighted with the same color. The color scheme should be orange.

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Discuss the scenario of Activity 2-2 of Lesson 2 in the Student Guide with the students.  
You can access the data file for this activity from the following path in the TIRM CD:  
TIRM\DATAFILES FOR FACULTY\LEVEL 2\Organizing Worksheet and Table Data\Tables.xlsx



The slide is titled "Office Excel 2007 : Level 2" and "Demo: Formatting a Table (Contd.)". It contains a "Solution:" section with a list of tasks to format a table. The slide has a blue header bar, a red title bar, and a red footer bar. The background features a blue gradient and a keyboard image on the left.

**Office Excel 2007 : Level 2**

**Demo: Formatting a Table (Contd.)**

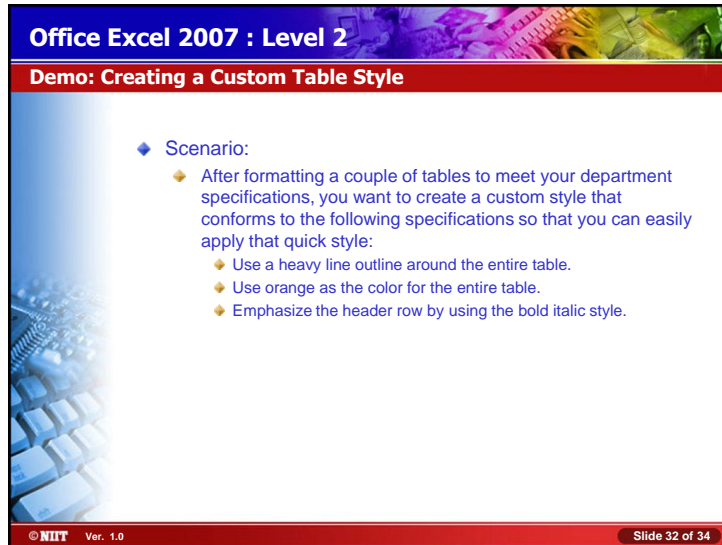
◆ **Solution:**

- ◆ To solve the preceding scenario, you need to perform the following tasks:
  1. Change the font of the first column of the Employees table to Arial Black.
  2. Emphasize the first column of the table and make banded columns.
  3. Apply a different color theme to the table.

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Discuss the solution with the students. To demonstrate the solution, access the file provided at the following path in the TIRM CD:

TIRM\Data files For Faculty\SOLUTIONS\Level 2\Organizing Worksheet and Table Data\My Tables.xlsx



**Office Excel 2007 : Level 2**

**Demo: Creating a Custom Table Style**

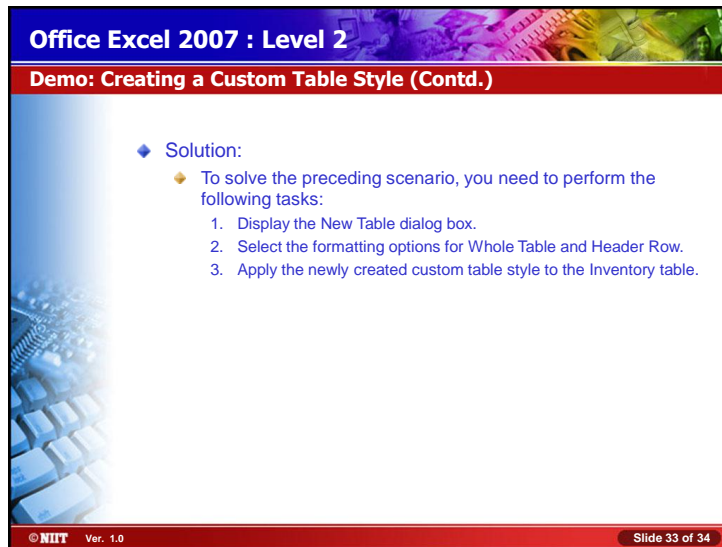
◆ Scenario:

- ◆ After formatting a couple of tables to meet your department specifications, you want to create a custom style that conforms to the following specifications so that you can easily apply that quick style:
  - ◆ Use a heavy line outline around the entire table.
  - ◆ Use orange as the color for the entire table.
  - ◆ Emphasize the header row by using the bold italic style.

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Ask the students to study the scenario given in Activity 2-3 of Lesson 2 in the Student Guide. Discuss the scenario with the students. You can access the data file for this activity from the following path in the TIRM CD:

TIRM\DATAFILES FOR FACULTY\LEVEL 2\Organizing Worksheet and Table Data\Lesson 2\Tables.xlsx



**Office Excel 2007 : Level 2**

**Demo: Creating a Custom Table Style (Contd.)**

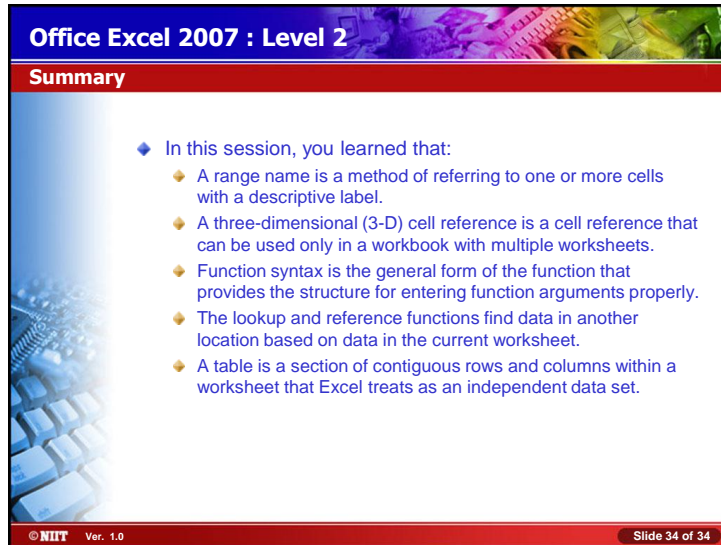
◆ Solution:

- ◆ To solve the preceding scenario, you need to perform the following tasks:
  1. Display the New Table dialog box.
  2. Select the formatting options for Whole Table and Header Row.
  3. Apply the newly created custom table style to the Inventory table.

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Discuss the solution with the students. To demonstrate the solution, access the file provided at the following path in the TIRM CD:

TIRM\Data files For Faculty\SOLUTIONS\Level 2\Organizing Worksheet and Table Data\My Tables.xlsx

The slide is titled "Office Excel 2007 : Level 2" in a blue header bar. Below the title is a red bar with the word "Summary" in white. The main content area has a light blue background with a faint image of a computer keyboard. It contains a list of topics learned in the session, each preceded by a blue diamond icon. The footer is a red bar with "©NIIT Ver. 1.0" on the left and "Slide 34 of 34" on the right.

**Office Excel 2007 : Level 2**

**Summary**

◆ In this session, you learned that:

- ◆ A range name is a method of referring to one or more cells with a descriptive label.
- ◆ A three-dimensional (3-D) cell reference is a cell reference that can be used only in a workbook with multiple worksheets.
- ◆ Function syntax is the general form of the function that provides the structure for entering function arguments properly.
- ◆ The lookup and reference functions find data in another location based on data in the current worksheet.
- ◆ A table is a section of contiguous rows and columns within a worksheet that Excel treats as an independent data set.

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Use the Summary slides to summarize the session.

You can also use the following link for more information on Excel 2007. This link provides a demo on Excel 2007. This link needs Quicktime software to be installed.

<http://www.softwaretrainingtutorials.com/excel-2007.php>