

Microsoft Office Excel 2007 Intermediate

Tuition: \$225 6 Hours

Prerequisite:

Before starting this course, students are recommended to take the following course or possess equivalent knowledge: Microsoft Office Excel 2007: Level 1.

Course Description:

In this course, you will use Microsoft Office Excel 2007 to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas.



Course Content

Calculating Data with Advanced Formulas

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

Organizing Worksheet and Table Data

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

Presenting Data Using Charts

- Create a Chart
- Modify Charts
- Format Charts

Analyzing Data Using PivotTables and PivotCharts

- Create a PivotTable Report
- Analyze Data Using PivotCharts

Inserting Graphic Objects

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

Customizing and Enhancing Workbooks and the Excel Environment

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