



Software Learning Centers

1645 S.E Port St. Lucie Blvd

Port St. Lucie, Florida 34952

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Microsoft® Office Excel® 2007: Level 2

Course Specifications

Course number: 084282

Software: Microsoft® Office Excel® 2007

Course length: 1.0 day(s)

Certification: Microsoft® Office Specialist: Excel 2007

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

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Certification

This course is one of a series of Element K courseware titles that addresses Microsoft Office Specialist (Office Specialist) skill sets. The Office Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Office Specialist certification.

Hardware Requirements

- A PC-compatible computer with mouse or similar selection device.
- A processor speed of 500 megahertz (MHz) processor or higher.
- Memory of 256 megabyte (MB) RAM or higher.

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- At least 2 GB of hard-disk memory.
- A CD-ROM or DVD drive.
- A 1024x768 or higher resolution monitor.
- A connection to the Internet.
- Optional for the Instructor: A projection device and the necessary connections for displaying overhead slides.

Platform Requirements

- This course was developed using a Microsoft Windows XP with Service Pack (SP) 2 platform; Windows Server 2003 with SP1 or later operating systems can be used but results may vary.

Software Requirements

- Microsoft Windows® XP with Service Pack (SP) 2, Windows Server 2003 with SP1 or later operating system.
- Internet Explorer 6.0 or later, 32 bit browser only.
- Microsoft Office Excel 2007.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- enhance the workbook.
- automate workbook creation by using templates.
- organize data using tables.
- create and modify charts.
- analyze data using PivotTables and PivotCharts.
- work with graphic objects.
- calculate with advanced formulas.
- sort and filter data.

Course Content

Lesson 1: Enhancing Workbooks

Topic 1A: Customize the Excel Environment

Topic 1B: Customize an Excel Worksheet

Topic 1C: Enhance Worksheets Using Themes

Topic 1D: Work with Comments

Topic 1E: Access External Resources Using Hyperlinks

Topic 1F: Use Web-Based Research Tools

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Lesson 2: Creating Workbooks Using Templates

Topic 2A: Create a Workbook from a Template

Topic 2B: Create a Custom Template

Lesson 3: Organizing Data Using Tables

Topic 3A: Create Tables

Topic 3B: Modify Tables

Topic 3C: Format Tables

Lesson 4: Presenting Data Using Charts

Topic 4A: Create a Chart

Topic 4B: Modify Charts

Topic 4C: Format Charts

Topic 4D: Create a Chart Template

Topic 4E: Share Excel Charts

Lesson 5: Analyzing Data Using PivotTables and PivotCharts

Topic 5A: Create a PivotTable

Topic 5B: Perform Calculations Using PivotTables

Topic 5C: Analyze Data Using PivotCharts

Lesson 6: Enhancing Visual Appeal Using Graphic Objects

Topic 6A: Insert Graphics

Topic 6B: Modify Graphic Objects

Topic 6C: Emphasize an Area of a Worksheet

Topic 6D: Illustrate Workflow Using SmartArt Graphics

Topic 6E: Format Graphic Objects

Topic 6F: Change the Order of Layered Graphic Objects

Topic 6G: Group Graphic Objects

Topic 6H: Organize Graphic Objects

Lesson 7: Calculating Data with Advanced Formulas

Topic 7A: Refer to a Range of Cells

Topic 7B: Calculate Data Across Worksheets

Topic 7C: Perform Date and Time Calculations

Topic 7D: Format Text Using Formulas

Topic 7E: Perform Numeric Calculations

Topic 7F: Calculate Data with Lookup & Reference Functions

Topic 7G: Perform Logical Analysis

Topic 7H: Print Formulas

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Lesson 8: Sorting and Filtering Data

Topic 8A: Sort Data in a Spreadsheet

Topic 8B: Filter Data in a Spreadsheet

Topic 8C: Calculate Large Volumes of Data

Topic 8D: Add Subtotals to a Worksheet

Appendix A: Microsoft Office Specialist: Excel 2007

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