

Microsoft® Office Excel 2007 – Level II

Course Description

Microsoft® Office Excel 2007 – Level II teaches students how to apply basic skill sets along with some intermediate to advanced functions to manage and audit numerical reports. Students will work with various functions to perform specific types of calculations, customize charts, work with pictures or shapes in a worksheet, customize formatting for specific types of data, and look at various features for managing different types of lists using a table or database format.

Who Should Attend

This course is a continuation of the *Microsoft Office Excel 2007 – Level 1* courseware, in which you were introduced to the basic concepts and skills for creating and manipulating common types of worksheets. Students who wish to become proficient using the intermediate features of *Microsoft Office Excel 2007* will benefit from taking this course.

Course Objectives

After completing this course, you will be able to:

- ✎ understand what a function is
- ✎ use the correct syntax to insert functions
- ✎ use math and trigonometric, statistical, financial, logical, date and time, text, or information functions
- ✎ draw different types of objects
- ✎ insert and modify graphics such as picture or SmartArt
- ✎ customize chart elements.
- ✎ create and customize trendline charts
- ✎ audit a worksheet by finding and identifying errors
- ✎ align data in a cell using a variety of methods
- ✎ use the Format Painter to duplicate formatting
- ✎ hide or unhide rows, columns, or workbooks
- ✎ customize formats for numbers, dates, scientific or text data types
- ✎ apply conditional formatting using a variety of rules
- ✎ create and manipulate a table
- ✎ apply cell styles and Quick Styles
- ✎ use formulas in tables
- ✎ convert a list to a table list
- ✎ name, modify or delete a named range
- ✎ understand basic database concepts and terminology
- ✎ create a database
- ✎ use different filter features to find specific data
- use some of the functions for databases such as creating totals or averages

Courseware Outline

Lesson 1: Using Functions

Lesson Objectives
What are Functions?
Using Math and Trigonometric Functions
Using Statistical Functions
Working with Financial Functions
Using Logical Functions
Using Date and Time Functions
Using Text Functions

Using Information Functions

Using Advanced Functions
Lesson Summary
Review Questions

Lesson 2: Working with Illustrations

Lesson Objectives
Drawing Shapes
Using SmartArt Graphics
Modifying Drawing Objects
Lesson Summary

Review Questions

Lesson 3: Customized Charts

Lesson Objectives
Customizing Charts
Using Trendlines
Auditing a Worksheet
Lesson Summary
Review Questions

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SLATE TRAINING CENTRE

Lesson 4: Customized Formatting

- Lesson Objectives
- Aligning the Cell Contents
- Using the Format Painter
- Hiding/Unhiding Data
- Using Cell Styles
- Looking at Custom Cell Formats
- Applying Conditional Formatting
- Lesson Summary
- Review Questions

Lesson 5: Working with Tables

- Lesson Objectives
- Using Tables
- Working with Named Ranges
- Lesson Summary
- Review Questions

Lesson 6: Working with Databases

- Lesson Objectives
- Working with Databases
- Filtering Information
- Using Database Functions
- Sorting Data
- Lesson Summary
- Review Questions