

Description

In Microsoft® Office Excel® 2007: Basic, 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.

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 ExecuTrain course or possess equivalent knowledge: Microsoft Office Excel 2007: Basic.

Certification

This course is one of a series of ExecuTrain 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.

Objectives

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

- ✓ Use multiple worksheets and workbooks.
- ✓ automate workbook creation by using templates.
- ✓ create and modify charts and lists.
- ✓ work with graphic objects.
- ✓ sort and filter data.

Outline

Unit 1: Using multiple worksheets and workbooks

- Topic A: Using multiple workbooks
- Topic B: Linking worksheets with 3-D formulas
- Topic C: Linking workbooks
- Topic D: Managing workbooks

Unit 2: Advanced formatting

- Topic A: Using special number formats
- Topic B: Using functions to format text
- Topic C: Working with styles
- Topic D: Working with themes
- Topic E: Other advanced formatting

Unit 3: Outlining and subtotals

- Topic A: Outlining and consolidating data
- Topic B: Creating subtotals

Unit 4: Cell and range names

- Topic A: Creating and using names
- Topic B: Managing Names

Unit 5: Lists and tables

- Topic A: Examining lists
- Topic B: Sorting and filtering lists
- Topic C: Advanced filtering
- Topic D: Working with tables

Unit 6: Web and Internet features

- Topic A: Saving workbooks as Web pages
- Topic B: Using hyperlinks
- Topic C: Distributing workbooks

Unit 7: Advanced charting

Topic A: Chart formatting options

Topic B: Combination charts

Topic C: Graphic elements

Unit 8: Documenting and auditing

Topic A: Auditing features

Topic B: Comments in cells and workbooks

Topic C: Protection

Topic D: Workgroup collaboration

Unit 9: Templates and settings

Topic A: Application settings

Topic B: Built-in templates

Topic C: Creating and managing templates