



Microsoft Excel 2007: Intermediate

Overview: This course is designed for students who wish to learn how to streamline repetitive tasks and display spreadsheet data in more visually effective ways using Excel 2007. Students will learn to create templates, sort and filter data, import and export data, analyze data, and work with Excel on the web.

Prerequisites: Excel 2007 Introduction or equivalent knowledge.

Course Length: One Day

Course Content

Lesson 1: Enhancing Workbooks

- Customize the Excel Environment
- Customize an Excel Worksheet
- Enhance Worksheets Using Themes
- Work with Comments
- Access External Resources Using Hyperlinks
- Use Web-Based Research Tools

Lesson 2: Creating Workbooks Using Templates

- Create a Workbook from a Template
- Create a Custom Template

Lesson 3: Organizing Data Using Tables

- Create Tables
- Modify Tables
- Format Tables

Lesson 4: Presenting Data Using Charts

- Create a Chart
- Modify and Format Charts
- Create a Chart Template
- Share Excel Charts

Lesson 5: Analyzing Data Using PivotTables and PivotCharts

- Create a PivotTable
- Perform Calculations Using PivotTables
- Analyze Data Using PivotCharts

Lesson 6: Enhancing Visual Appeal Using Graphic Objects

- Insert Graphics
- Modify Graphic Objects
- Emphasize an Area of a Worksheet
- Illustrate Workflow Using SmartArt Graphics
- Format Graphic Objects
- Change the Order of Layered Graphic Objects
- Group and Organize Graphic Objects



Lesson 7: Calculating Data with Advanced Formulas

Refer to a Range of Cells

Calculate Data Across Worksheets

Perform Date and Time Calculations

Format Text Using Formulas

Perform Numeric Calculations

Calculate Data with Lookup & Reference Functions

Perform Logical Analysis

Print Formulas

Lesson 8: Sorting and Filtering Data

Sort Data in a Spreadsheet

Filter Data in a Spreadsheet

Calculate Large Volumes of Data

Add Subtotals to a Worksheet