

Microsoft Excel 2007 (Intermediate)

Course Outline

Lesson 1: Calculations using Specialized Functions

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

Lesson 2: Working with Large Data

- Create and Modify Tables
- Format Tables
- Sort Data
- Working with Filters

Lesson 3: Analyzing Data Using PivotTables and PivotCharts

- Create a PivotTable Report
- Analyze Data Using PivotCharts

Lesson 4: Enhance Data Using Charts

- Create a Chart
- Modify Charts
- Format Charts

Lesson 5: Inserting Graphic Objects

- Insert and Modify Pictures and ClipArt
- Draw and Modify Shapes
- Using SmartArt Graphics
- Group Objects

Lesson 6: Customizing Excel

- Customize the Excel Environment
- Customize Workbooks
- Create Templates
- Using Themes