



[WWW.KQEINC.COM](http://WWW.KQEINC.COM)

11301 US Highway 301  
Thonotosassa, Florida 33592

Telephone: (813) 315-9883  
Fax Number: (813) 902-6160

## Excel 2007 - Level 2

### Duration:

Instructor-led Classroom Learning - 1.00 Day(s)  
Online Anytime - Self Paced  
Online Live - 2.00 Sessions  
Mentored Learning - Flexible

### Overview:

In this course, students use Excel® 2007 to streamline and enhance spreadsheets with templates, charts, graphics, and formulas. They will apply visual elements and advanced formulas to a worksheet to display data in various formats. (Second Edition)

### Who Should Attend:

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.

### At Course Completion:

Upon successful completion of this course, students will be able to: - calculate with advanced formulas. - organize worksheet and table data using various techniques. - create and modify charts. - analyze data using PivotTables and PivotCharts. - insert graphic objects. - customize and enhance workbooks and the Microsoft® Office Excel® environment.

### Prerequisite(s) or equivalent knowledge:

Excel 2007 – Level 1

### Outline:

#### Lesson 1: Calculating Data with Advanced Formulas

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

#### Lesson 2: Organizing Worksheet and Table Data



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Create and Modify Tables  
Format Tables  
Sort or Filter Worksheet or Table Data  
Calculate Data in a Table or Worksheet

### **Lesson 3: Presenting Data Using Charts**

Create a Chart  
Modify Charts  
Format Charts

### **Lesson 4: Analyzing Data Using PivotTables and PivotCharts**

Create a PivotTable Report  
Analyze Data Using PivotCharts

### **Lesson 5: Inserting Graphic Objects**

Insert and Modify Pictures and ClipArt  
Draw and Modify Shapes  
Illustrate Workflow Using SmartArt Graphics  
Layer and Group Graphic Objects

### **Lesson 6: Customizing and Enhancing Workbooks and the Excel Environment**

Customize the Excel Environment  
Customize Workbooks  
Manage Themes  
Create and Use Templates