

Excel 2007 Intermediate

Duration: 1 Day

Course Overview:

In this course, students learn to utilize the database features of Microsoft Excel to manage, evaluate, and report on large quantities of data. Students will explore the flexibility of Microsoft Excel's PivotTable and PivotChart tools, which offer many powerful ways to analyze and report on business information, helping organizations to make well-informed business decisions. In addition, students will streamline and enhance their data using tables, charts, graphics, and themes.

Students Learn How To:

- Calculate with advanced formulas
- Organize data using tables
- Sort and filter data
- Create and modify charts
- Analyze data using pivot tables and pivot charts
- Work with graphic objects
- Customize and enhance workbooks
- Manage themes
- Automate workbook creation by using templates

Who Should Attend: Anyone with a basic knowledge of Excel who would like to take advantage of Excel's advanced data analysis and management tools or utilize its enhanced data reporting and graphics capabilities.

Prerequisites: Windows 2000 or XP Introduction and Excel 2007 Introduction or equivalent knowledge.

Course Outline:

Calculating Data with Advanced Formulas

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

Organizing Worksheet and Table Data

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

Presenting Data Using Charts

Create a Chart
Modify Charts
Format Charts

Analyzing Data Using PivotTables and PivotCharts

Create a PivotTable Report
Analyze Data Using PivotCharts

Inserting Graphic Objects

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

Customizing and Enhancing Workbooks and the Excel Environment

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