

# Simply a Better Way to Learn!



S P R E A D S H E E T S   S K I L L S

## Microsoft Excel 2007 – Level 2

### Course Introduction

The Microsoft Excel 2007 – Level 2 course teaches students intermediate to advanced-level concepts and features of the Microsoft Excel 2007 application.

In this course, students learn to customize Microsoft Excel and streamline workflow by building upon the basic skills learned in the Microsoft Excel 2007 – Level 1 course. They learn to use named references, validate and consolidate data, use links and hyperlinks, and reference external data. Students learn to use cell comments, custom and conditional formatting, styles, and templates. They also practice working with graphics, charts, diagrams, and databases (lists).

Students accomplish the learning objectives for each lesson through a series of hands-on tasks, for which they are given step-by-step instructions and desired result checkpoints. The tasks provide ample opportunity for students to practice, apply, and develop the Microsoft Excel skills covered in the lesson.

A practice exercise and review questions are included at the end of each lesson to measure progress and enforce the skills learned. There is also a lab exercise at the end of the course to provide further practice and review, to reinforce the topics learned throughout the course, and to help prepare students for the exam.

### Course Prerequisite(s)

Microsoft Excel 2007 – Level 1 course.

### Course Aim

To provide an understanding of Microsoft Excel that goes beyond the basics, in order to create and manage spreadsheets.

### Of Interest to

Those interested in preparing and maintaining financial statements, and other kinds of reports in an up-to-date office spreadsheet environment.

### Course Breakdown

#### Lesson 1:

Creating Customer Themes; Working with Quick Styles;; Using Conditional and Customer Formatting

#### Lesson 2:

Referencing Data; Using Hyperlinks; Ensuring Data Integrity

#### Lesson 3:

Creating Tables; Sorting and Filtering Data; Grouping and Outlining

#### Lesson 4:

Creating Charts; Modifying and Formatting Charts

#### Lesson 5:

Using Conditional Logic in Formulas; Using Formulas to Look Up Data; Using Formulas to Modify or Format Text; Using Formulas for Financial Calculations; Using Arrays

#### Lesson 6:

Using SmartArt; Inserting Graphic objects; Modifying and Formatting Graphic objects

#### Lab Exercise

### Course Notes

Course manual provided for on-going reference.

Upon completion of the course, there is a final exam. Participants who receive 75% or higher on their exam will receive a certificate.

### Next Level

Microsoft Excel 2007 – Level 3 (EXC07M3)



EXC07M2 07/08