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S P R E A D S H E E T S S K I L L S

Microsoft Excel 2007 – Level 3

Course Introduction

The Excel 2007 – Level 3 course teaches students advanced-level concepts and features of the Microsoft Excel 2007 application.

In this course students will build upon the skills learned in the Microsoft Excel 2007 Level 1 and Level 2 courses, and will cover more advanced level concepts and features of Microsoft Excel 2007. They will learn to increase productivity and enhancements of spreadsheets using some of Excel's more advanced level features. Students will be given ample opportunity to explore and practice these techniques throughout the course.

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 & 2 courses.

Course Aim

To provide an understanding of Microsoft Excel in order to create and manage spreadsheets at an advanced level.

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:

Using Formulas to Project Values; Using the Analysis ToolPak; Using Goal Seek, Solver, and Scenario Manager

Lesson 2:

Understanding PivotTable and PivotChart Reports; Creating PivotTable and PivotChart Reports

Lesson 3:

Using the Formula Auditing Tools; Correcting Errors in Formulas

Lesson 4:

Modifying Workbook Properties; Customizing the Quick Access Toolbar; Customizing the Microsoft Excel Environment; Automating Tasks with Macros

Lesson 5:

Protecting a Workbook; Sharing a Workbook with Others; Reviewing and Consolidating Workbooks

Lesson 6:

Using Microsoft Excel with Other Microsoft Office Programs; Importing Data from External Sources; Using Microsoft Excel Data on the Web

Lab Exercise

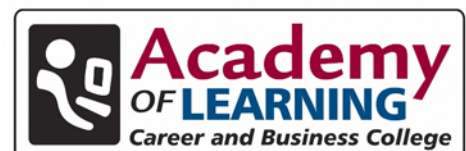
Course Notes

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.

Method of Delivery

Integrated Learning™ System training facilitated by Academy of Learning College facilitators.



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