

Microsoft Office Excel 2007: Level 2

Objectives: You will apply visual elements and advanced formulas to a worksheet to display data in various formats.

Designed for: The target learners for this course are learners who desire to gain the skills necessary to calculate using more advanced formulas, sort and filter data, create charts including PivotTables

Pre-requisites: To ensure your success, we recommend that you have experience with creating, editing, formatting, saving, and printing basic spreadsheets in Microsoft Excel 2007. Learners can obtain this level of skill by taking the following Element K course: Excel 2007: Level 1

Course Content:

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 of 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

Duration: 6 hours

Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

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