



## Microsoft® Office Excel 2007: Level 1

### Training Course Content

**Course Objective:** Students will create and edit Excel worksheets and workbooks, use formulas and functions, and apply formatting and printing techniques.

**Prerequisites:** To ensure your success, each student should have a general knowledge of Microsoft Windows and Microsoft Office concepts. Contact us to discuss if this level is right for you.

**What's New in 2007:** If you're new to Microsoft Office 2007, there are some big changes to the look, feel, and operation of Microsoft Excel. Learn about the new Ribbon menu, which makes things easier to find and more logical than before. Explore the new graphics options available with SmartArt, a tool that creates organizational charts, lists, or process flow diagrams. Explore the view options, including the new Layout View.

**Delivery Method:** Instructor-led, group-paced, hands-on classroom-training with activities. Additionally, manuals are provided for each student for after-class reference.

### Lesson 1: Creating a Worksheet

Topic 1A: Explore the User Interface  
Topic 1B: Update a Workbook's Properties  
Topic 1C: Navigate and Select Data in Excel  
Topic 1D: Enter Data and Save a Workbook  
Topic 1E: Customize the Quick Access Toolbar  
Topic 1F: Obtain Help  
Topic 1G: Use Microsoft Office Templates

### Lesson 2: Performing Calculations

Topic 2A: Calculate with Formulas  
Topic 2B: Calculate with Functions  
Topic 2C: Copy Formulas and Functions  
Topic 2D: AutoFill Options and Series List  
Topic 2E: Apply Absolute Referencing

### Lesson 3: Modifying a Worksheet

Topic 3A: Manipulate Data  
Topic 3B: Insert Cells, Columns, and Rows  
Topic 3C: Delete Cells, Columns, and Rows  
Topic 3D: Find and Replace Data  
Topic 3E: Manipulate Worksheet Elements

### Lesson 4: Formatting a Worksheet

Topic 4A: Modify Fonts  
Topic 4B: Add Borders, Color, and Cell Styles  
Topic 4C: Change Column Width and Height  
Topic 4D: Apply Number Formats  
Topic 4E: Position Cell Contents

### Lesson 5: Printing Workbook Contents

Topic 5A: Print Workbook Contents  
Topic 5B: Set Page Layout and Print Options  
Topic 5C: Set Page Breaks

### Lesson 6: Managing Worksheets and Workbooks

Topic 6A: Format Worksheet Tabs  
Topic 6B: Manage a Workbook  
Topic 6C: Manage the View of Worksheets

### Lesson 7: Inserting Graphic Objects

Topic 7A: Insert and Modify Graphics  
Topic 7B: Illustrate Workflow Using SmartArt  
Topic 7C: Layer and Group Graphic Objects



## Microsoft® Office Excel 2007: Level 2

### Training Course Content

**Course Objective:** Students will learn to sort and filter data, perform complex calculations and functions, and analyze data using PivotTables and charts.

**Prerequisites:** To ensure your success, we recommend that you have experience with creating, editing, formatting, saving, and printing spreadsheets in Excel. Knowledge of formulas and functions is also necessary (SUM, MIN, MAX, AVERAGE, IF, and applying absolute referencing) to be successful in this class. Students can obtain this level of skill through our Level 1 course.

Contact us to discuss if this level is right for you.

**What's New in 2007:** Microsoft has a brand new tool for organizing and managing data, which is called the Excel Table. Table features include automatic freeze-panes, easier formatting, and other features that increase ease of use and protection for your data. PivotTables and charting tools have been enhanced to become more user-friendly and powerful. Named ranges can be viewed and edited with the new Name Manager.

**Delivery Method:** Instructor-led, group-paced, hands-on classroom-training with activities. Additionally, manuals are provided for each student for after-class reference.

### Lesson 1: Calculating Data with Advanced Formulas

Topic 1A: Calculate Data Across Worksheets  
Topic 1B: Mixed and Absolute Referencing  
Topic 1C: Use Nested Functions  
Topic 1D: Conditional Logic Functions

### Lesson 2: Organizing Data with Tables

Topic 2A: Create and Modify Tables  
Topic 2B: Format Tables  
Topic 2C: Sort and Filter Data  
Topic 2D: Calculate Data in a Table

### Lesson 3: Using Lookup Functions

Topic 3A: Create and Use Named Ranges  
Topic 3B: Manage Named Ranges  
Topic 3C: VLOOKUP  
Topic 3D: HLOOKUP

### Lesson 4: Presenting Data Using Charts

Topic 4A: Create Charts  
Topic 4B: Modify Charts  
Topic 4C: Incorporate Shapes in Charts  
Topic 4D: Create Trendlines

### Lesson 5: Analyzing Data Using PivotTables and PivotCharts

Topic 5A: Create a PivotTable  
Topic 5B: Analyze Data by PivotTable  
Topic 5C: Analyze Data by PivotChart

### Lesson 6: Enhancing Workbooks

Topic 6A: Customize the Excel Environment  
Topic 6B: Manage Themes  
Topic 6C: Save a Workspace

## Microsoft® Office Excel 2007: Level 3

### Training Course Content

**Course Objectives:** Students will automate tasks with macros, use advanced analysis tools with more complex data sets, collaborate on worksheets in a team environment, and share Excel data with other applications.

**Prerequisites:** To ensure your success, we recommend that you have experience with performing complex calculations, using intermediate level formulas, charting, and data filtering. Students can obtain this level of skill through our Level 1 and 2 courses.

Contact us to discuss if this level is right for you.

**What's New in 2007:** Make your data easier to analyze with the new conditional formatting options. Along with other improvements in accessibility to other programs, you can now save a document as a PDF or XPS file from Excel.

**Delivery Method:** Instructor-led, group-paced, hands-on classroom-training with activities. Additionally, manuals are provided for each student for after-class reference.

### Lesson 1: Streamlining Workflow

Topic 1A: Create a Macro  
Topic 1B: Edit a Macro  
Topic 1C: Combine Macros  
Topic 1D: Intro to VBA Code  
Topic 1E: Options to Run a Macro

### Lesson 2: Collaborating with Others

Topic 2A: Protect Data in a Workbook  
Topic 2B: Restrict Document Access  
Topic 2C: Share a Workbook  
Topic 2D: Track Changes: Apply and Review  
Topic 2E: Merge Workbooks

### Lesson 3: Auditing Worksheets

Topic 3A: Trace Cells  
Topic 3B: Troubleshoot Errors in Formulas  
Topic 3C: Formulas and Error Options  
Topic 3D: Create a Watch Window  
Topic 3E: Remove Duplicates

### Lesson 4: Analysis Tools and Add-Ins

Topic 4A: Conditional Formatting  
Topic 4B: Find Solutions with Goal Seek  
Topic 4C: Create Scenarios  
Topic 4D: Solver Add-In

### Lesson 5: Managing Data

Topic 5A: Create a Data List Outline  
Topic 5B: Consolidate Data  
Topic 5C: Data Validation  
Topic 5D: Convert Text to Columns  
Topic 5E: Link Cells in Different Workbooks

### Lesson 6: Importing and Exporting Data

Topic 6A: Import Text or CSV File  
Topic 6B: Import Data from the Web  
Topic 6C: Export Excel Data  
Topic 6D: Publish a Workbook to the Web  
Topic 6E: User Created Templates