

EXCEL002: Microsoft Excel 2007 Level 2

Course Length: 1 day

Instructional Methodology: Instructor-led computer lab with hands-on exercises

Course Description: This course teaches intermediate-level features and functions of Excel. Students will learn how to work with large worksheets, use 3-D formulas, customize Excel's toolbars and menus, apply special cell formatting, sort and filter lists, create combination charts and trendlines, use Excel's auditing features, and work with templates.

Course Outline

Using Multiple Worksheets and Workbooks

- Using multiple worksheets
- Linking worksheets by using 3-D formulas
- Linking workbooks
- Managing workbooks

Advanced Formatting

- Using special number formats
- Using functions to format text
- Working with styles
- Working with themes
- Other advanced formatting

Outlining and Subtotals

- Outlining and consolidating data
- Creating Subtotals

Cell and Range Names

- Creating and using names
- Managing names

List and Tables

- Examining lists
- Sorting and filtering lists
- Advanced filtering
- Working with tables

Advanced Charting

- Chart forms
- Combination charts
- Graphic elements
- Advanced Charts

Documenting and Auditing

- Auditing features
- Comments in cells and workbooks
- Protection
- Workgroup collaboration

Templates and Settings

- Application Settings
- Built-in templates
- Creating and managing templates

To register call 621-7724

Or register online at www.outreachcollege.arizona.edu/comped