



Microsoft Excel 2007 Level 2

COURSE OUTLINE

<p>Course Duration:</p> <p>1 Day</p> <p>Prerequisites:</p> <p>Excel 2007: Basic or equivalent experience</p> <p>Course Overview:</p> <p>After completing this course, students will know how to:</p> <p>Link worksheets by using 3-D formulas; add a Watch window; create and manage links between workbooks; and create a workspace.</p> <p>Apply special and custom number formats; control the display of zero values; use functions to format text; create, apply, and modify styles; apply and modify themes; merge and split cells; change the orientation of data in cells; transpose data; and add background color and a watermark.</p> <p>Create an outline and consolidate data; create subtotals in a list; and use multiple subtotal functions.</p> <p>Define and apply cell and range names; use names in formulas; and define and apply 3-D names.</p> <p>Sort lists by columns; filter lists based on complex criteria and copy filtered results to another range; create and format a table and add rows and columns; apply structured referencing; name tables; and create functions with [#This row].</p> <p>Save and publish a worksheet as a Web page; insert and edit hyperlinks; publish a worksheet as a PDF file, and send a worksheet as an e-mail attachment.</p> <p>Format data points; create combination charts and trendlines; and add and format graphic elements.</p> <p>Use auditing features; add comments to cells and workbooks; protect a worksheet or part of a worksheet; share, merge, and track changes in a workbook; find and remove hidden and personal data from a workbook; and mark a workbook as final.</p> <p>Change Excel's default application settings; work with Excel templates; and create and manage templates.</p>	<p>Outline:</p> <p>Using multiple worksheets and workbooks</p> <p>Using multiple workbooks Linking worksheets with 3-D formulas Linking workbooks Managing workbooks</p> <p>Advanced formatting</p> <p>Using special number formats Using functions to format text Working with styles Working with themes Other advanced formatting</p> <p>Outlining and subtotals</p> <p>Outlining and consolidating data Creating subtotals</p> <p>Cell and range names</p> <p>Creating and using names Managing names</p> <p>Lists and tables</p> <p>Examining lists Sorting and filtering lists Advanced filtering Working with tables</p>	<p>Web and Internet features Saving workbooks as Web pages Using hyperlinks Distributing workbooks</p> <p>Advanced charting</p> <p>Chart formatting options Combination charts Graphic elements</p> <p>Documenting and auditing</p> <p>Auditing features Comments in cells and workbooks Protection Workgroup collaboration</p> <p>Templates and settings</p> <p>Application settings Built-in templates Creating and managing templates</p>
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