

## EXCEL LEVEL 2

### Using Worksheet Features

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**Synopsis:**

This module considers large or multiple worksheets and how to manage them, the use of range names, more advanced functions including financial and date functions, data management, autofiltering and file management.

**Prerequisites:**

An understanding of Windows

**Objectives:**

- Use large worksheets
- Work with multiple worksheets
- Manage worksheets
- Use range names
- Use other functions
- Manage data
- Use Autofilter
- Manage files

**This module includes:****Using Large Worksheets**

- Increasing the Magnification
- Decreasing the Magnification
- Changing the Magnification of a Range
- Switching to Full Screen View
- Splitting the Window
- Removing Split Windows
- Freezing the Panes
- Unfreezing the Panes

**Working with Multiple Worksheets**

- Using Multiple Worksheets
- Navigating between Worksheets
- Selecting Worksheets
- Renaming Worksheets
- Selecting Multiple Worksheets
- Coloring Worksheet tabs
- Inserting Worksheets
- Deleting Worksheets
- Printing Selected Worksheets

**Managing Worksheets**

- Copying Worksheets
- Moving Worksheets
- Using Grouped Worksheets
- Moving Data between Worksheets
- Copying Data between Worksheets
- Creating 3-D Formulas
- Using 3-D Ranges in Functions

**Using Range Names**

- Working with Range Names
- Jumping to a Named Range
- Assigning Names
- Using Range Names in Formulas
- Creating Range Names from Headings
- Applying Range Names
- Deleting Range Names
- Using Range Names in 3-D Formulas
- Creating 3-D Range Names
- Using 3-D Range Names in Formulas

## EXCEL LEVEL 2

### Using Worksheet Features

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#### **Using Other Functions**

- Using Function Arguments
- Using Financial Functions
- Using Logical Functions
- Using Date Functions
- Formatting Dates
- Revising Formulas

#### **Managing Data**

- Sorting Lists
- Sorting in Ascending/Descending Order
- Finding Data
- Replacing Data
- Finding and Replacing Cell Formats

#### **Using AutoFilter**

- Enabling AutoFilter
- Using AutoFilter to Filter a List
- Clearing AutoFilter Criteria
- Creating a Custom AutoFilter
- Disabling AutoFilter

#### **Managing Files**

- Changing Workbook Properties
- Selecting File Views
- Sorting Excel Files
- Using the Document Recovery Pane
- Inspecting a Document
- Marking a Document as Final
- Saving to a PDF Format
- Using the Compatibility Checker
- Convert a File to 2007 Format
- Saving as a Binary format

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## Charts, Graphics, and Files

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### Synopsis:

This module covers charts, objects, shapes and SmartArt, and works with HTML files and with comments.

### Prerequisites:

An understanding of Windows

### Objectives:

- Create charts
- Format charts
- Draw an object
- Use additional effects and objects
- Use shapes and SmartArt
- Use HTML files
- Work with comments

### This module includes:

#### Creating Charts

- Using Charts
- Creating Charts
- Moving and Resizing Charts
- Identifying Chart Elements
- Changing the Chart Type
- Changing the Plot Direction
- Removing/Adding a Legend
- Moving the Legend
- Charting Non-adjacent Ranges
- Changing the Chart Range
- Changing the Data Source
- Changing the Chart Location
- Printing a Chart

#### Formatting Charts

- Formatting Charts
- Adding Chart Titles
- Formatting Chart Elements
- Changing the Text Orientation
- Adding a Data Table
- Creating an Exploded Pie Chart
- Adjusting the 3-D View
- Deleting a Chart

#### Drawing an Object

- Working with Drawing Objects
- Drawing Enclosed Objects
- Drawing a Line
- Selecting Filled and Unfilled Objects
- Moving an Object
- Adding Text to an Object
- Selecting Text in an Object
- Resizing an Object
- Formatting Lines
- Changing and Removing the Fill Color
- Changing the Font Color
- Deleting an Object

# MICROSOFT OFFICE 2007 COURSE OUTLINE

## Charts, Graphics, and Files

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### **Using Additional Effects and Objects**

- Adding a 3-D Effect
- Applying a 3-D Setting
- Adding a Shadow
- Drawing a Text Box
- Drawing an Arrow
- Inserting Pictures
- Formatting Graphics

### **Using Shapes and SmartArt**

- Working with Shapes
- Drawing a Callout
- Drawing a Basic Shape
- Working with Connectors
- Drawing Flowchart Shapes
- Drawing Block Arrows
- Adding SmartArt
- Working with SmartArt

### **Using HTML Files**

- Previewing a Web Page
- Creating a Hyperlink
- Editing a Hyperlink
- Saving a Worksheet as a Web Page
- Using Publishing Options
- Opening an HTML File

### **Working with Comments**

- Creating Comments
- Viewing a Comment
- Reviewing Comments
- Printing Comments
- Responding to Discussion Comments

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