

ExecuTrain Course Outline

Microsoft® Office Excel® 2007: Level 1

ET84281

1 day

Description:

You will create and edit basic Microsoft® Office Excel® 2007 worksheets and workbooks. This course is designed for people who already have knowledge of Microsoft® Office, Windows® 2000 (or above), and who desire to gain the skills necessary to create, edit, format, and print basic Microsoft Office Excel 2007 worksheets.

Prerequisites:

To effectively understand this course, we recommend that you take the Microsoft Office Windows XP Introduction course or have equivalent knowledge.

Objectives:

Upon successful completion of this course, students will be able to:

- explore the Excel 2007 environment.
- work with an Excel worksheet by entering and selecting the data in it. You will also save the data in the worksheet.
- modify a worksheet.
- perform calculations.
- format a worksheet.
- develop a workbook.
- print workbook contents.
- customize the layout of the Excel application window.

Outline:

Lesson 1: Exploring the Excel Environment

Topic 1A: Explore the User Interface

Topic 1B: Explore the Ribbon

Topic 1C: Obtain Help

Topic 1D: Customize the Quick Access Toolbar

Lesson 2: Working with an Excel Worksheet

Topic 2A: Navigate in Excel

Topic 2B: Select and Enter Data

Topic 2C: Save a Workbook

Lesson 3: Modifying a Worksheet

Topic 3A: Manipulate Data

Topic 3B: Insert and Delete Cells, Columns, and Rows

Topic 3C: Search for Data in a Worksheet

Topic 3D: Spell Check a Worksheet

Lesson 4: Performing Calculations

Topic 4A: Create Basic Formulas

Topic 4B: Calculate with Functions

Topic 4C: Copy Formulas and Functions

Topic 4D: Create a Mixed Reference

Lesson 5: Formatting a Worksheet

Topic 5A: Convert Text to Columns

Topic 5B: Modify Fonts

Topic 5C: Add Borders and Color to Cells

Topic 5D: Change Column Width and Row Height

Topic 5E: Merge Cells

Topic 5F: Apply Number Formats

Topic 5G: Align Cell Contents

Topic 5H: Find and Replace Formats

Topic 5I: Apply AutoFormat

Topic 5J: Apply Cell Styles

Topic 5K: Apply Themes

Lesson 6: Developing a Workbook

Topic 6A: Format Worksheet Tabs

Topic 6B: Reposition Worksheets in a Workbook

Topic 6C: Insert and Delete Worksheets

Topic 6D: Copy and Paste Worksheets

Lesson 7: Printing Workbook Contents

Topic 7A: Set Print Titles

Topic 7B: Create a Header and a Footer

Topic 7C: Set Page Margins

Topic 7D: Change Page Orientation

Topic 7E: Set Page Breaks

Topic 7F: Print a Range

Lesson 8: Customizing Layout

Topic 8A: Split a Worksheet

Topic 8B: Arrange Windows

Topic 8C: Freeze and Unfreeze Rows and Columns

Topic 8D: Hide and Unhide Worksheets

ExecuTrain Course Outline

Microsoft® Office Excel® 2007: Level 2

ET84282

2 days

Description:

In this course, you will use Microsoft® Office Excel® 2007 to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas. The target students for this course are students who desire to gain the skills necessary to create templates, sort and filter data, import and export data, analyze data, and work with Excel on the web.

Prerequisites: Before starting this course, students are recommended to take the following Element K course or possess equivalent knowledge: Microsoft Office Excel 2007: Level 1.

Objective:

You will apply visual elements and advanced formulas to a worksheet to display data in various formats. Upon successful completion of this course, students will be able to:

- enhance the workbook.
- automate workbook creation by using templates.
- organize data using tables.
- create and modify charts.
- analyze data using PivotTables and PivotCharts.
- work with graphic objects.
- calculate with advanced formulas.
- sort and filter data.

Outline:

Lesson 1: Enhancing Workbooks

Topic 1A: Customize the Excel Environment

Topic 1B: Customize an Excel Worksheet

Topic 1C: Enhance Worksheets Using Themes

Topic 1D: Work with Comments

Topic 1E: Access External Resources Using Hyperlinks

Topic 1F: Use Web-Based Research Tools

Lesson 2: Creating Workbooks Using Templates

Topic 2A: Create a Workbook from a Template

Topic 2B: Create a Custom Template

Lesson 3: Organizing Data Using Tables

Topic 3A: Create Tables

Topic 3B: Modify Tables

Topic 3C: Format Tables

Lesson 4: Presenting Data Using Charts

Topic 4A: Create a Chart

Topic 4B: Modify Charts

Topic 4C: Format Charts

Topic 4D: Create a Chart Template

Topic 4E: Share Excel Charts

Lesson 5: Analyzing Data Using PivotTables and PivotCharts

Topic 5A: Create a PivotTable

Topic 5B: Perform Calculations Using PivotTables

Topic 5C: Analyze Data Using PivotCharts

Lesson 6: Enhancing Visual Appeal Using Graphic Objects

Topic 6A: Insert Graphics

Topic 6B: Modify Graphic Objects

Topic 6C: Emphasize an Area of a Worksheet

Topic 6D: Illustrate Workflow Using SmartArt Graphics

Topic 6E: Format Graphic Objects

Topic 6F: Change the Order of Layered Graphic Objects

Topic 6G: Group Graphic Objects

Topic 6H: Organize Graphic Objects

Lesson 7: Calculating Data with Advanced Formulas

Topic 7A: Refer to a Range of Cells

Topic 7B: Calculate Data Across Worksheets

Topic 7C: Perform Date and Time Calculations

Topic 7D: Format Text Using Formulas

Topic 7E: Perform Numeric Calculations

Topic 7F: Calculate Data with Lookup & Reference Functions

Topic 7G: Perform Logical Analysis

Topic 7H: Print Formulas

Lesson 8: Sorting and Filtering Data

Topic 8A: Sort Data in a Spreadsheet

Topic 8B: Filter Data in a Spreadsheet

Topic 8C: Calculate Large Volumes of Data

Topic 8D: Add Subtotals to a Worksheet

ExecuTrain Course Outline

Microsoft® Office Excel® 2007: Level 3

ET84892

1 Day

Description

Your training in and use of Microsoft® Office Excel® 2007 has provided you with a solid foundation in the basic and intermediate skills for working in Excel. You have used Excel to perform tasks such as running calculations on data and sorting and filtering numeric data. In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Excel by automating some common tasks, applying advanced analysis techniques to more complex data sets, collaborating on worksheets with others, and sharing Excel data with other applications. This course was designed for students desiring to gain the skills necessary to create macros, collaborate with others, audit and analyze worksheet data, incorporate multiple data sources, and import and export data. In addition, the course is also for students desiring to prepare for the Microsoft Certified Application Specialist exam in Microsoft® Office Excel® 2007, and who already have knowledge of the basics of Excel, including how to create, edit, format, and print worksheets that include charts and sorted and filtered data.

Prerequisites

To ensure your success, we recommend you first take the following Element K courses or have equivalent knowledge:

Microsoft® Office Excel® 2007 Level 1

Microsoft® Office Excel® 2007 Level 2

Objective

You will automate some common Excel tasks, apply advanced analysis techniques to more complex data sets, collaborate on worksheets with others, and share Excel data with other applications. Upon successful completion of this course, students will be able to:

- increase productivity and improve efficiency by streamlining your workflow.
- collaborate with others using workbooks.
- audit worksheets.
- analyze data.
- work with multiple workbooks.
- import and export data.
- use Excel with the web.
- structure workbooks with XML.

Outline

Lesson 1: Streamlining Workflow

Topic 1A: Create a Macro

Topic 1B: Edit a Macro
Topic 1C: Apply Conditional Formatting
Topic 1D: Add Data Validation Criteria
Topic 1E: Update a Workbook's Properties
Topic 1F: Modify Excel's Default Settings

Lesson 2: Collaborating with Others

Topic 2A: Protect Files
Topic 2B: Share a Workbook
Topic 2C: Set Revision Tracking
Topic 2D: Review Tracked Revisions
Topic 2E: Merge Workbooks
Topic 2F: Administer Digital Signatures
Topic 2G: Restrict Document Access

Lesson 3: Auditing Worksheets

Topic 3A: Trace Cells
Topic 3B: Troubleshoot Errors in Formulas
Topic 3C: Troubleshoot Invalid Data and Formulas
Topic 3D: Watch and Evaluate Formulas
Topic 3E: Create a Data List Outline

Lesson 4: Analyzing Data

Topic 4A: Create a Trendline
Topic 4B: Create Scenarios
Topic 4C: Perform What-If Analysis
Topic 4D: Perform Statistical Analysis with the Analysis ToolPak

Lesson 5: Working with Multiple Workbooks

Topic 5A: Create a Workspace
Topic 5B: Consolidate Data
Topic 5C: Link Cells in Different Workbooks
Topic 5D: Edit Links

Lesson 6: Importing and Exporting Data

Topic 6A: Export Excel Data
Topic 6B: Import a Delimited Text File

Lesson 7: Using Excel with the Web

Topic 7A: Publish a Worksheet to the Web

Topic 7B: Import Data from the Web

Topic 7C: Create a Web Query

Lesson 8: Structuring Workbooks with XML

Topic 8A: Develop XML Maps

Topic 8B: Import and Export XML Data