



# Course Outline

## Microsoft® Excel 2007

### Level 2

#### **Lesson 1: Calculating Data with Advanced Formulas**

- Topic 1A: Manage Cell and Range Names
- Topic 1B: Calculate Data Across Worksheets
- Topic 1C: Use Specialized Functions
- Topic 1D: Analyze Data with Logical and Lookup Functions

#### **Lesson 2: Organizing Worksheet and Table Data**

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

#### **Lesson 3: Presenting Data Using Charts**

- Topic 3A: Create a Chart
- Topic 3B: Modify Charts
- Topic 3C: Format Charts

#### **Lesson 4: Analyzing Data Using PivotTables and PivotCharts**

- Topic 4A: Create a PivotTable Report
- Topic 4B: Analyze Data Using PivotCharts

#### **Lesson 5: Inserting Graphic Objects**

- Topic 5A: Insert and Modify Pictures and ClipArt
- Topic 5B: Draw and Modify Shapes
- Topic 5C: Illustrate Workflow Using SmartArt Graphics
- Topic 5D: Layer and Group Graphic Objects

#### **Lesson 6: Customizing and Enhancing Workbooks and the Excel Environment**

- Topic 6A: Customize the Excel Environment
- Topic 6B: Customize Workbooks
- Topic 6C: Manage Themes
- Topic 6D: Create and Use Templates