

***Prerequisites required for taking this course***

The course requires that you are familiar with using personal computers and have used a mouse and keyboard; basic typing skills are recommended. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. We ask that you have also successfully completed Excel 2007 Level 1 or had more than 6mo using the software.

***Performance Objectives for Microsoft Excel 2007 Level 2***

- Calculate with advanced formulas.
- Organize worksheet and table data using various techniques.
- Create and modify charts.
- Analyze data using PivotTables and Pivot Charts.
- Insert graphic objects.
- Customize and enhance workbooks and the Microsoft® Office Excel® environment.

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***Course Outline*****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