



COMPLETE COMPUTING, INC.

Course 50124A: Learn Microsoft Office Excel 2007 Step by Step, Level 2

Length – 1 day

Before attending this course, students must have:

- Basic computer knowledge
- Basic file-management skills
- Basic knowledge of the Excel interface and workbook creation

At Course Completion

After completing this course, students will be able to:

- Summarize data that meets specific conditions.
- Find and correct errors in calculations.
- Change the appearance of data based on its value.
- Customize the appearance of charts.
- Find trends in your data.
- Print charts.
- Add images to worksheets.
- Create diagrams by using SmartArt.
- Define valid sets of values for ranges of cells.
- Limit data that appears on your screen.
- Manipulate list data.
- Sort data lists.
- Organize data into levels.
- Look up information in a data list.
- Use data lists as templates for other lists.
- Print data lists.
- Print parts of data lists.
- Link to data in other worksheets and workbooks.
- Consolidate multiple sets of data into a single workbook.
- Group multiple sets of data.



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Course Outline

Module 1: More Calculations and Formatting

This module explains how to create conditional formulas, identify and correct formula errors, and conditionally modify the appearance of data.

Lessons

- Summarizing Data That Meets Specific Conditions
- Finding and Correcting Errors in Calculations
- Changing the Appearance of Data Based on Its Value

Lab : More Calculations and Formatting

- Create a conditional formula, and find the average and sum of worksheet values.
- Use auditing capabilities to identify and correct errors.
- Create conditional formats to change the appearance of data.

After completing this module, students will be able to:

- Create conditional formulas.
- Track down calculation errors.
- Use conditional formatting.

Module 2: More Charts and Graphics

This module explains how to tailor a chart to best show your data and how to print them. The module also explains how to add visual objects such as images and diagrams.

Lessons

- Customizing the Appearance of Charts
- Finding Trends in Your Data
- Printing Charts
- Adding Images to Worksheets
- Creating Diagrams by Using SmartArt

Lab : More Charts and Graphics

- Customize a chart, and save it as a chart template.
- Add a trendline.
- Print a chart.
- Insert and modify an image, and then set the image as a repeating background.



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- Create and modify an organization chart.

After completing this module, students will be able to:

- Modify the layout and style of a chart.
- Use a trendline to discover data trends.
- Print charts separately from their worksheets.
- Add visual objects such as images.
- Use SmartArt Graphics to create diagrams.

Module 3: Data Lists

This module explains how to limit the data that can be entered in a worksheet, how to filter data, and how to manipulate and sort data lists.

Lessons

- Defining Valid Sets of Values for Ranges of Cells
- Limiting Data That Appears on Your Screen
- Manipulating List Data
- Sorting Data Lists

Lab : Data Lists

- Create a data validation rule, and then test it.
- Filter a data list with AutoFilter items and a custom filter.
- Select random rows, create a SUBTOTAL formula, and find unique values.
- Sort a data list in various ways.

After completing this module, students will be able to:

- Validate data entered into worksheets.
- Use filters to display specific data.
- Extract specific information from a data list.
- Sort data in different ways.

Module 4: More Data Lists

This module explains how to organize data to show the information you want, look up information in data lists and use data lists as templates, and how to print all or part of a data list.

Lessons

- Organizing Data into Levels
- Looking Up Information in a Data List



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- Using Data Lists as Templates for Other Lists
- Printing Data Lists
- Printing Parts of Data Lists

Lab : More Data Lists

- Add subtotals, and then work with the resulting outline.
- Create a VLOOKUP function to return a value for a specified record.
- Create a workbook from a template, save workbook and worksheet templates, and insert a worksheet based on a template.
- Print nonadjacent worksheets, without errors.
- Specify custom print settings.

After completing this module, students will be able to:

- Create an outline to display different groups of data.
- Use VLOOKUP functions to look up values.
- Create templates for workbooks and worksheets.
- Print specific data and specify how information should be printed.

Module 5: Data from Multiple Sources

This module explains how to link data in other worksheets and workbooks, and how to consolidate and group multiple sets of data.

Lessons

- Linking to Data in Other Worksheets and Workbooks
- Consolidating Multiple Sets of Data into a Single Workbook
- Grouping Multiple Sets of Data

Lab : Data from Multiple Sources

- Create a link, and break and re-create the link.
- Total ranges from two workbooks.
- Save a workspace, and then open it.