

Microsoft Excel 2007 – Module 2

Course Duration: 2 half days

Prerequisites: Microsoft Excel Module 1

Working with Data Ranges

Sorting by One Column
Sorting by Colors or Icons
Sorting by Multiple Columns
Sorting by a Custom List
Filtering Data
Using an Advanced Filter

Working with Tables

Creating a Table
Working with Table Size
Working with the Total Row
Working with Table Data
Summarizing a Table with a PivotTable
Using the Data Form
Using Table Styles
Using Table Style Options
Creating and Deleting Custom Table Styles
Convert or Delete a Table

Working with PivotTables

Creating a PivotTable
Specifying PivotTable Data
Changing a PivotTable's Calculation
Filtering and sorting a PivotTable
Working with PivotTable Layout
Grouping PivotTable Items
Updating a PivotTable
Formatting a PivotTable
Creating a PivotChart

Analyzing and Organizing Data

Creating Scenarios
Creating a Scenario Report
Working with Data Tables
Using Goal Seek
Using Solver
Using Data Validation
Using Text to Columns
Removing Duplicates
Grouping and Outlining Data
Using Subtotals
Consolidating Data by Position or Category
Consolidating Data Using Formulas

Working with the Web and

External Data

Inserting a Hyperlink
Creating a Web Page from a Workbook
Importing Data from Access or Text Files
Importing Data from the Web and Other Sources

Working with Existing Data Connections

Working with Macros

Recording a Macro
Playing and Deleting a Macro
Adding a Macro to the Quick Access Toolbar
Editing a Macro's Visual Basic Code
Inserting Code in a Macro

Working with Objects

Inserting Clip Art
Inserting Pictures and Graphics Files
Formatting Pictures and Graphics
Inserting Shapes
Formatting Shapes
Resize, Move, Copy and Delete Objects
Applying Special Effects to Objects
Grouping Objects
Aligning Objects
Flipping and Rotating Objects
Layering Objects
Inserting SmartArt
Working with SmartArt Elements
Formatting SmartArt
Using WordArt
Inserting an Embedded Object
Inserting Symbols

Advanced Topics

Customizing the Quick Access Toolbar
Using and Customizing AutoCorrect
Changing Excel's Default Options
Recovering Your Documents
Using Microsoft Office Diagnostics
Viewing Document Properties and Finding a File
Saving a Document as PDF or XPS
Adding a Digital Signature to a Workbook
Preparing Documents for Publishing and Distribution
Publishing a Workbook to a Document Workspace

Appendix of Common Functions

Financial Functions
Date & Time Functions
Math & Trig Functions
Statistical Functions
Lookup & Reference Functions
Database Functions
Text Functions
Logical Functions