Microsoft® Office Excel® 2007: Level 1

1 day – Instructor led
Certification: Microsoft Certified Applications Specialist: Microsoft® Office Excel 2007

Course Description

You have basic computer skills such as using a mouse, navigating through windows, and surfing the Internet. You have also used paper-based systems to store data that you run calculations on. You now want to migrate that data to an electronic format. In this course, you will use Microsoft® Office Excel® 2007 to manage, edit, and print data.

Course Objective: You will create and edit basic Microsoft® Office Excel® 2007 worksheets and workbooks.

Target Student: This course is designed for people preparing for certification as a Microsoft Certified Application Specialist in Excel, 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: Students should be familiar with using personal computers and have used a mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. Students should have completed the following courses or possess equivalent knowledge before starting with this course: Windows XP Professional.

Performance-Based Objectives

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

- Explore the Microsoft® Office Excel® 2007 environment and create a basic worksheet.
- Perform calculations.
- Modify a worksheet.
- Format a worksheet.
- Print workbook contents.
- Manage large workbooks.

Course Content

Lesson 1: Creating a Basic Worksheet
        Topic 1A: Explore the User Interface and the Ribbon
        Topic 1B: Navigate and Select in Excel
        Topic 1C: Obtain Help
        Topic 1D: Enter Data and Save a Workbook
        Topic 1E: Customize the Quick Access Toolbar

Lesson 2: Performing Calculations
        Topic 2A: Create Basic Formulas
        Topic 2B: Calculate with Functions
        Topic 2C: Copy Formulas and Functions

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: Formatting a Worksheet
        Topic 4A: Modify Fonts
        Topic 4B: Add Borders and Color to Cells
        Topic 4C: Change Column Width and Row Height
        Topic 4D: Apply Number Formats
        Topic 4E: Position Cell Contents
        Topic 4F: Apply Cell Styles

Lesson 5: Printing Workbook Contents
        Topic 5A: Print Workbook Contents Using Default Print Options
        Topic 5B: Set Print Options
        Topic 5C: Set Page Breaks

Lesson 6: Managing Large Workbooks
        Topic 6A: Format Worksheet Tabs
        Topic 6B: Manage Worksheets in a Workbook
        Topic 6C: Manage the View of Large Worksheets

Microsoft® Office Excel® 2007: Level 2

1 day – Instructor led
Certification: Microsoft Certified Applications Specialist: Microsoft® Office Excel 2007

Course Description

In Microsoft® Office Excel® 2007: Level 1, you created, edited, formatted, and printed basic spreadsheets. You now have a need to streamline repetitive tasks and display spreadsheet data in more visually effective ways. In this course, you will use Microsoft Office Excel 2007 to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas.

Course Objective: You will apply visual elements and advanced formulas to a worksheet to display data in various formats.

Target Student: 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. In addition, this course helps prepare students who desire to take the Microsoft Office Specialist exam in Excel and who already have knowledge of the basics of Excel, including how to create, edit, format, and print basic worksheets.

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

Performance-Based Objectives

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

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

Course Content

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

Microsoft® Office Excel® 2007: Level 3

1 day – Instructor led
Certification: Microsoft Certified Applications Specialist: Microsoft® Office Excel 2007

Course 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.

Course 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.

Target Student: 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 courses or have equivalent knowledge: Excel 2007 Level 1 and 2.

Performance-Based Objectives

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.

Course Content

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

Appendix A: Microsoft Office Specialist Program

1 day – Instructor led

Course Description

In the previous Excel courses, you used Excel to simplify business tasks, including the creation of spreadsheets, graphs, charts, and formulas that were difficult to create and nearly impossible to maintain using pencil and paper. You now want to simplify your work in the Excel environment by automating many of the repetitive tasks that are part of the spreadsheet development. In this course, you will apply the Visual Basic for Applications (VBA) programming language to simplify many of the tasks that you can perform using various tools and functions in Excel 2007.

Course Objective: You will apply automation to job tasks in Microsoft® Office Excel® 2007.

Target Student: Advanced Microsoft Excel professionals who need to automate Excel spreadsheet tasks using Visual Basic for Applications (VBA).

Prerequisites: Knowledge of Microsoft® Office Excel® 2007, including how to create, edit, format, and print worksheets that contain charts, and sorted and filtered data. To ensure your success, we recommend the following courses, or equivalent knowledge in Microsoft® Office Excel® 2007: Level 1, Microsoft® Office Excel® 2007: Level 2, and Microsoft® Office Excel® 2007: Level 3.

Performance-Based Objectives

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

- Create, edit, and debug a macro.
- Format worksheets using macros.
- Create an interactive worksheet.
- Work with multiple worksheets.
- Perform calculations.

Course Content

Lesson 1: Developing Macros
  Topic 1A: Create a Macro with the Macro Recorder
  Topic 1B: Edit a Macro
  Topic 1C: Debug a Macro
  Topic 1D: Customize the Quick Access Toolbar and Hotkeys
  Topic 1E: Work with Macro Security

Lesson 2: Formatting Worksheets Using Macros
  Topic 2A: Insert Text
  Topic 2B: Format Text
  Topic 2C: Sort Data
  Topic 2D: Duplicate Data
  Topic 2E: Generate a Report

Lesson 3: Creating an Interactive Worksheet
  Topic 3A: Determine the Dialog Box Type
  Topic 3B: Capture User Input

Lesson 4: Working with Multiple Worksheets
  Topic 4A: Insert, Copy, and Delete Worksheets
  Topic 4B: Rename Worksheets
  Topic 4C: Modify the Order of Worksheets
  Topic 4D: Print Worksheets

Lesson 5: Performing Calculations
  Topic 5A: Create User-Defined Functions
  Topic 5B: Automate SUM Functions