



Microsoft Excel 2007 Level 2

General Description	The is the second of a 3-Level study program for Microsoft Excel 2007. This level extends the learner's basic knowledge of Excel and provides the learner with skills and knowledge to produce more effective and productive workbooks. It covers formulas and function techniques, more intricate formatting, setting complex printing options, using intricate charting features, and working more effectively with existing worksheets and workbooks.
Learning Outcomes	At the completion of Microsoft Excel 2007 Level 2 you should be able to: <ul style="list-style-type: none"> • use the fill operations available to fill a data series • move the contents of cells and ranges within and between workbooks • use a range of formula techniques • use a range of logical functions • apply a range of number formatting techniques to data • apply conditional formatting to ranges in a worksheet • apply borders to cells and ranges • work with various elements of a worksheet • use a range of techniques to work with worksheets • use a range of find and replace techniques • apply a variety of page setup techniques • sort data in a list in a worksheet • filter data in a table • use a range of techniques to enhance charts • apply formatting techniques to text on charts
Target Audience	Microsoft Excel 2007 Level 2 is designed for existing users of Excel who would like to expand their skills and knowledge and learn more of the techniques associated with creating better and more productive workbooks.
Prerequisites	Microsoft Excel 2007 Level 2 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.
Pages	166 pages
Approx* Duration	27.7 hrs
Course Disk	Many of the topics in Microsoft Excel 2007 Level 2 require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at www.watsoniapublishing.com . Simply follow the student files link on the home page. You will need the product code for this course which is INF723.
Methodology	The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario.
Companion Publications	There are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at www.watsoniapublishing.com .

** Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Thursday, May 28, 2009 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.*



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Contents

Filling Data

- Filling A Series
- Filling A Growth Series
- Filling A Series Backwards
- Filling Using Options
- Creating A Custom Fill List
- Modifying A Custom Fill List
- Deleting A Custom Fill List

Moving Data

- Understanding Moving In Excel
- Moving Cells And Ranges
- Moving Data To Other Worksheets
- Moving Data To Other Workbooks

Formula Techniques

- Scoping A Formula
- Developing A Nested Function
- Creating Nested Functions
- Editing Nested Functions
- Copying Nested Functions
- Using Concatenation
- Switching To Manual Recalculation
- Forcing A Recalculation
- Pasting Values From Formulas
- Pasting Formulas As Pictures

Logical Functions

- Understanding Logical Functions
- Using IF To Display Text
- Using IF To Calculate Values
- Nesting IF Functions
- Using IFERROR
- Using TRUE And FALSE
- Using AND
- Using OR
- Using NOT

Number Formatting Techniques

- Using Alternate Currencies
- Formatting Dates
- Formatting Time
- Creating Custom Formats

Conditional Formatting

- Understanding Conditional Formatting

- Formatting Cells Containing Values
- Clearing Conditional Formatting
- More Cell Formatting Options
- Top Ten Items
- More Top And Bottom Formatting Options
- Working With Data Bars
- Working With Colour Scales
- Working With Icon Sets

Applying Borders

- Understanding Borders
- Applying A Border To A Cell
- Applying A Border To A Range
- Applying A Bottom Border
- Applying Top And Bottom Borders
- Removing Borders
- The More Borders Option
- Using The More Borders Option

Working With A Worksheet

- Understanding Worksheets
- Changing Worksheet Views
- Worksheet Zooming
- Viewing The Formula Bar
- Viewing The Gridlines
- Viewing The Ruler
- Inserting Cells
- Deleting Cells
- Inserting Columns
- Inserting Rows
- Deleting Rows And Columns
- Switching Between Worksheets

Worksheet Techniques

- Inserting And Deleting Worksheets
- Copying A Worksheet
- Renaming A Worksheet
- Moving A Worksheet
- Hiding A Worksheet
- Unhiding A Worksheet
- Copying A Worksheet To Another Workbook
- Moving A Worksheet To Another Workbook
- Changing Worksheet Tab Colours
- Grouping Worksheets
- Hiding Rows And Columns
- Unhiding Rows And Columns
- Freezing Rows And Columns

- Splitting Windows

Finding And Replacing

- Understanding Find And Replace Operations
- Finding Text
- Finding Cell References In Formulas
- Replacing Values
- Using Replace To Change Formulas
- Replacing Within A Range
- Finding Formats
- Finding Constants Using Go To Special
- Finding Formulas Using Go To Special
- Finding The Current Region
- Finding The Last Cell

Page Setup

- Understanding Page Layout
- Using Built In Margins
- Setting Custom Margins
- Changing Margins By Dragging
- Centring On A Page
- Changing Orientation
- Specifying The Paper Size
- Setting The Print Area
- Clearing The Print Area
- Inserting Page Breaks
- Using Page Break Preview
- Removing Page Breaks
- Setting A Background
- Clearing The Background
- Settings Rows As Repeating Print Titles
- Clearing Print Titles
- Printing Gridlines
- Printing Headings
- Scaling To A Percentage
- Fit To A Specific Number Of Pages
- Strategies For Printing Larger Worksheets

Sorting Data

- Understanding Sorting
- Performing An Alphabetical Sort
- Performing A Numerical Sort
- Sorting On More Than One Column

Your supplier is:

Product Information



Sorting Numbered Lists
Sorting By Rows

Filtering Data

Understanding Filtering
Applying And Using A Filter
Clearing A Filter
Creating Compound Filters
Multiple Value Filters
Creating Custom Filters
Using Wildcards

Charting Techniques

Understanding Chart Layout
Elements
Adding A Chart Title
Adding Axes Titles
Positioning The Legend
Showing Data Labels
Showing A Data Table
Modifying The Axes
Showing Gridlines
Formatting The Plot Area
Adding A Trendline
Adding Error Bars
Adding A Text Box To A Chart
Drawing Shapes In A Chart

Chart Text Formatting

Understanding Chart Text
Formatting
Using Font Formatting And
Alignment
Using WordArt Styles
Changing Text Fill
Changing Text Outline
Changing Text Effects

Concluding Remarks

Your supplier is:

Product Information