

## Microsoft Excel 2007 Level 2 (with Challenge Exercises)

<b>General Description</b>	The skills and knowledge acquired in Microsoft Excel 2007 Level 2 (with Challenge Exercises) are sufficient to be able to produce more effective and productive workbooks.
<b>Learning Outcomes</b>	At the completion of Microsoft Excel 2007 Level 2 (with Challenge Exercises) you should be able to: <ul style="list-style-type: none"> <li>• use the fill operations available to fill a data series</li> <li>• move the contents of cells and ranges within and between workbooks</li> <li>• use a range of formula techniques</li> <li>• use a range of logical functions</li> <li>• apply a range of number formatting techniques to data</li> <li>• apply conditional formatting to ranges in a worksheet</li> <li>• apply borders to cells and ranges</li> <li>• work with various elements of a worksheet</li> <li>• use a range of techniques to work with worksheets</li> <li>• use a range of find and replace techniques</li> <li>• apply a variety of page setup techniques</li> <li>• sort data in a list in a worksheet</li> <li>• filter data in a table</li> <li>• use a range of techniques to enhance charts</li> <li>• apply formatting techniques to text on charts</li> </ul>
<b>Target Audience</b>	Microsoft Excel 2007 Level 2 (with Challenge Exercises) is designed for users who would like to learn more of the techniques associated with creating better and more productive workbooks.
<b>Prerequisites</b>	Microsoft Excel 2007 Level 2 (with Challenge Exercises) 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.
<b>Pages</b>	194 pages
<b>Approx* Duration</b>	32.3 hrs
<b>Course Disk</b>	Many of the topics in Microsoft Excel 2007 Level 2 (with Challenge Exercises) require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at <a href="http://www.watsoniapublishing.com">www.watsoniapublishing.com</a> . Simply follow the student files link on the home page. You will need the product code for this course which is INF778.
<b>Methodology</b>	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.
<b>Companion Publications</b>	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 <a href="http://www.watsoniapublishing.com">www.watsoniapublishing.com</a> .

\* 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 Tuesday, June 02, 2009 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.



# Microsoft Excel 2007 Level 2 (with Challenge Exercises)

## 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
- Practice Exercise

### Moving Data

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

### 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
- Practice Exercise

### 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
- Practice Exercise

### Number Formatting Techniques

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

Practice Exercise

### 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
- Practice Exercise

### 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
- Practice Exercise

### 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
- Practice Exercise

### 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
- Practice Exercise

### 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
- Practice Exercise

### 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

Your supplier is:

**Product Information**



Fit To A Specific Number Of  
Pages  
Strategies For Printing Larger  
Worksheets  
Practice Exercise

### **Sorting Data**

Understanding Sorting  
Performing An Alphabetical Sort  
Sorting By Rows  
Sorting Numbered Lists  
Practice Exercise

### **Filtering Data**

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

### **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  
Practice Exercise

### **Chart Text Formatting**

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

### **Concluding Remarks**

Your supplier is:

**Product Information**