



Microsoft Office Excel 2007 Level 1 (1 day)

Lesson 1: Creating a Basic Worksheet

Explore the User Interface and the Ribbon
Navigate and Select in Excel
Obtain Help
Enter Data and Save a Workbook
Customize the Quick Access Toolbar

Lesson 2: Performing Calculations

Create Basic Formulas
Calculate with Functions
Copy Formulas and Functions

Lesson 3: Modifying a Worksheet

Manipulate Data
Insert and Delete Cells, Columns, and Rows
Search for Data in a Worksheet
Spell Check a Worksheet

Lesson 4: Formatting a Worksheet

Modify Fonts
Add Borders and Color to Cells
Change Column Width and Row Height
Apply Number Formats
Position Cell Contents
Apply Cell Styles

Lesson 5: Printing Workbook Contents

Print Workbook Contents Using Default Print Options
Set Print Options
Set Page Breaks

Lesson 6: Managing Large Workbooks

Format Worksheet Tabs
Manage Worksheets in a Workbook
Manage the View of Large Workbooks

Microsoft Office Excel 2007 Level 2 (1 day)

Lesson 1: Calculating Data with Advanced Formulas

Manage Cell and Range Names
Calculate Data Across Worksheets
Use Specialized Functions
Analyze Data with Logical and Lookup Functions

Lesson 2: Organizing Worksheet and Table Data

Create and Modify Tables
Format Tables
Sort or Filter Worksheet or Table Data
Calculate Data in a Table or Worksheet

Lesson 3: Presenting Data Using Charts

Create a Chart
Modify Charts
Format Charts

Lesson 4: Analyzing Data Using PivotTables and PivotCharts

Create a PivotTable Report
Analyze Data Using PivotCharts

Lesson 5: Inserting Graphic Objects

Insert and Modify Pictures and ClipArt
Draw and Modify Shapes
Illustrate Workflow Using SmartArt Graphics
Layer and Group Graphic Objects

Lesson 6: Customizing and Enhancing Workbooks and the Excel Environment

Customize the Excel Environment
Customize Workbooks
Manage Themes
Create and Use Templates



Microsoft Office Excel 2007 Level 3 (1 day)

Lesson 1: Streamlining Workflow

- Create a Macro
- Edit a Macro
- Apply Conditional Formatting
- Add Data Validation Criteria
- Update a Workbook's Properties
- Modify Excel's Default Settings

Lesson 2: Collaborating with Others

- Protect Files
- Share a Workbook
- Set Revision Tracking
- Review Tracked Revisions
- Merge Workbooks
- Administer Digital Signatures
- Restrict Document Access

Lesson 3: Auditing Worksheets

- Trace Cells
- Troubleshoot Errors in Formulas
- Troubleshoot Invalid Data and Formulas
- Watch and Evaluate Formulas
- Create a Data List Outline

Lesson 4: Analyzing Data

- Create a Trendline
- Create Scenarios
- Perform What-If Analysis
- Perform Statistical Analysis with the Analysis ToolPak

Lesson 5: Working with Multiple Workbooks

- Create a Workspace
- Consolidate Data
- Link Cells in Different Workbooks
- Edit Links

Lesson 6: Importing and Exporting Data

- Export Excel Data
- Import a Delimited Text File

Lesson Using Excel with the Web

- Publish a Worksheet to the Web
- Import Data from the Web
- Create a Web Query

Lesson 8: Structuring Workbooks with XML

- Develop XML Maps
- Import and Export XML Data

Microsoft Office Excel 2007 Level 4 (1 day)

Lesson 1: Manipulating Data Using Statistical and Lookup Functions

- Forecast GDP Using Statistical Functions
- Evaluate Sales Data Using Statistical Functions
- Analyze Stock Data Using Statistical Functions
- Mine Data Using the Lookup and Reference Functions

Lesson 2: Analyzing Data Using Data Analysis Tools

- Analyze Sales Data Using Descriptive Statistics
- Analyze Time Series Data Using Exponential Smoothing
- Analyze Data Using Regression
- Identify Beta Value of a Security
- Analyze Sector Data Using Correlation and Covariance Matrix
- Optimize Stock Portfolio Using Solver

Lesson 3: Working with Data Using Financial Functions

- Develop an Investment Schedule Using Financial Functions
- Make Investment Decisions Using Financial Functions

Lesson 4: Examining Data Using Math Functions

- Analyze Sales Data Using Math Functions
- Calculate Stock Returns Using Math Functions
- Aggregate GDP Data Using Math Functions

Lesson 5: Manipulating Data Using Text and Information Functions

- Manipulate Data Using Text Functions
- Validate Data Using Information Functions

Lesson 6: Working with Templates and Charts

- Create Advanced Templates
- Create Advanced Charts

Lesson Managing Data in Workbooks

- Retrieve and Paste Data
- Determine the Conditional Sum
- Identify Specific Data Using the Lookup Wizard