



Course: Microsoft Office Excel 2007 Level 2 & 3

Overview: In Microsoft Office Excel 2007 Level 2, students use Excel 2007 to streamline and enhance spreadsheets with templates, charts, graphics, and formulas. They will apply visual elements and advanced formulas to a worksheet to display data in various formats. In Level 3, students will learn how to automate common tasks, apply advanced analysis techniques to more complex data sets, collaborate on worksheets with others, and share Excel data with other applications.

Who Should Attend: The target students for these courses are persons who desire to gain the skills necessary to create templates, sort and filter data, import and export data, analyze data, work with Excel on the web, create macros, collaborate with others, auditing and analyzing worksheet data, working with multiple workbooks, importing and exporting data, structuring XML workbooks, and using Excel with 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.

At Course Completion: Upon successful completion of these courses, students will be able to:

Level 2

- 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

Level 3

- 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 Outline:

Level 2

- Lesson 1 - Calculating Data with Advanced Formulas
- Lesson 2 - Organizing Worksheet and Table Data
- Lesson 3 - Presenting Data Using Charts
- Lesson 4 - Analyzing Data Using PivotTables and PivotCharts
- Lesson 5 - Inserting Graphic Objects
- Lesson 6 - Customizing and Enhancing Workbooks and the Excel Environment

Level 3

- Lesson 1 - Streamlining Workflow
- Lesson 2 - Collaborating with Others
- Lesson 3 - Auditing Worksheets
- Lesson 4 - Analyzing Data
- Lesson 5 - Working with Multiple Workbooks
- Lesson 6 - Importing and Exporting Data
- Lesson 7 - Using Excel with the Web
- Lesson 8 - Structuring XML Workbooks

Course Materials: Online resources included:
e-Learning Tutorial, e-Courseware, Exercise Files, Post-class Assessment

Duration: 6 hours per level

Schedule: 18:45pm – 21:45pm on every Tuesday and Thursday
Please call for details

Venue: Hong Kong Center: 201, 2/F, Harbour Centre, 25 Harbour Road, Wan Chai, Hong Kong

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