

Microsoft® Office Excel 2007: Level 2

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
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Lesson 3: Presenting Data Using Charts

- Topic 3A: Create a Chart
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Lesson 4: Analyzing Data Using PivotTables and PivotCharts

- Topic 4A: Create a PivotTable Report
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Lesson 5: Inserting Graphic Objects

- Topic 5A: Insert and Modify Pictures and ClipArt
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Lesson 6: Customizing and Enhancing Workbooks and the Excel Environment

- Topic 6A: Customize the Excel Environment
- Topic 6B: Customize Workbooks
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