



## Excel 2007 - Intermediate Level

**Full Day;** In this course you will learn how to create templates, sort and filter data, import and export data, analyze data, and work with Excel on the web.

### **Calculating Data with Advanced Formulas**

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

### **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

### **Presenting Data Using Charts**

- Create a Chart
- Modify Charts
- Format Charts

### **Analyzing Data Using PivotTables and PivotCharts**

- Create a PivotTable Report
- Analyze Data Using Pivot Charts

### **Inserting Graphic Objects**

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

### **Customizing and Enhancing Workbooks and the Excel Environment**

- Customize the Excel Environment
- Customize Workbooks
- Manage Themes
- Create and use Templates