

Microsoft Excel 2007 Level-2

This course utilizes and includes the Thomson ILT series book for Office 2007. This book features a companion CBT program CD and teaches students how to use multiple worksheets and workbooks efficiently. Students will start working with more advanced formatting options including styles, themes, backgrounds, and watermarks. They will also learn how to create outlines and subtotals, how to create and apply cell names, and how to work with lists and tables. Students will save workbooks as Web pages, insert and edit hyperlinks, and save a workbook as a PDF file. This course also covers advanced charting techniques, worksheet auditing and protection, file sharing and merging, and workbook templates.

Book Contents:

Unit 1: Using multiple worksheets and workbooks
Topic A: Using multiple workbooks
Topic B: Linking worksheets with 3-D formulas
Topic C: Linking workbooks
Topic D: Managing workbooks

Unit 2: Advanced formatting
Topic A: Using special number formats
Topic B: Using functions to format text
Topic C: Working with styles
Topic D: Working with themes
Topic E: Other advanced formatting

Unit 3: Outlining and subtotals
Topic A: Outlining and consolidating data
Topic B: Creating subtotals

Unit 4: Cell and range names
Topic A: Creating and using names
Topic B: Managing names

Unit 5: Lists and tables
Topic A: Examining lists
Topic B: Sorting and filtering lists
Topic C: Advanced filtering
Topic D: Working with tables

Unit 6: Web and Internet features
Topic A: Saving workbooks as Web pages
Topic B: Using hyperlinks
Topic C: Distributing workbooks

Unit 7: Advanced charting
Topic A: Chart formatting options
Topic B: Combination charts
Topic C: Graphic elements

Unit 8: Documenting and auditing
Topic A: Auditing features
Topic B: Comments in cells and workbooks
Topic C: Protection
Topic D: Workgroup collaboration

Unit 9: Templates and settings
Topic A: Application settings
Topic B: Built-in templates
Topic C: Creating and managing templates