



WINTER PARK TECH

Institute for Corporate and Community Training
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MS Excel 2007 – Level 1 and 2

Course Description:

Microsoft Excel 2007 is Microsoft's powerful spreadsheet software application. Discover the one-stop toolbar and many other timesaving features you learn to create, edit, format and print financial worksheets. Learn to work with multiple spreadsheets, auto formatting, formulas, creating charts and much more.

Text:

MS Excel 2007 Level I & II, copyright 2008

Suggested Prerequisites:

This course assumes that students have a basic understanding of the Microsoft Windows or Macintosh, typing and Excel Introduction skills.

Topics to be addressed:

Intermediate:

Introduction	Adding Pictures and Diagrams to Worksheets
Getting Started	Advanced Data Entry and Formatting Techniques
Modifying an existing worksheet	Naming Ranges
Building a new worksheet	Using Advanced Functions
Editing a worksheet	Creating a Custom Workbook Template
Using Excel Functions	Auditing a Worksheet
Enhancing a worksheet Printout	Linking Multiple Workbooks
Formatting a worksheet	Filtering and Summarizing Worksheet Data
Intermediate Editing and Formatting Techniques	Analyzing Worksheet Data
Using Absolute Cell References	Importing and Exporting Data
Using Logical Functions	Conclusion
Using Financial Functions	
Using Date/Time Functions	
Creating a Chart	
Working with a List	
Linking Worksheets within a Workbook	
Controlling the Worksheet Display	

*The instructor reserves the right to modify this course outline at any time.