



Microsoft Excel 2007 Intermediate

1.0 Calculating Data with Advanced Formulas

- 1.1 Managing Cell and Range Names
- 1.2 Calculating Data Across Worksheets
- 1.3 Analyzing Data with Logical and Lookup Functions
- 1.4 Chapter Review Test
- Lab

2.0 Organizing Worksheet and Table Data

- 2.1 Creating and Modifying Tables
- 2.2 Formatting Tables
- 2.3 Sorting or Filtering Worksheet or Table Data
- 2.4 Calculating Data in a Table or Worksheet
- 2.5 Chapter Review Test
- Lab

3.0 Presenting Data Using Charts

- 3.1 How to Create a Chart
- 3.2 Modifying Charts
- 3.3 Formatting Charts
- 3.4 Chapter Review Test
- Lab

4.0 Analyzing Data Using PivotTables and PivotCharts

- 4.1 Creating a PivotTable Report
- 4.2 Analyzing and Modifying a PivotTable
- 4.3 Chapter Review Test

5.0 Inserting Graphic Objects

- 5.1 Inserting and Modifying Pictures and ClipArt
- 5.2 Drawing and Modifying Shapes
- 5.3 Chapter Review Test
- Lab

6.0 Customizing and Enhancing Workbooks and the Excel Environment

- 6.1 How to Customize the Excel Environment
- 6.2 Customizing Workbooks
- 6.3 Managing Themes
- 6.4 How to Create and Use Templates
- 6.5 Chapter Review Test
- Lab