

Excel 2007: Level 2 [MCAS Certified] + CertBlaster & CBT

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Course Length: 1-day (6+ hours)

Prerequisites: Excel 2007: Level 1

What's in Excel 2007: Level 2 [MCAS Certified] + CertBlaster & CBT:

This ILT Series course, rated 4.9/5.0 in overall quality by ProCert Labs, builds on the skills and concepts taught in Excel 2007: Basic. Students will learn how to use multiple worksheets and workbooks efficiently, and they 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. Comes with CertBlaster exam prep software (download) and a companion CBT program.

Designated as Approved Courseware for the Microsoft Certified Application Specialist program, this course will help students prepare for the Excel 2007 exam (70-602). For comprehensive certification training, students should complete Excel 2007: Level 1, 2, and 3.

Topic-Level Outline

Unit 1 : Using multiple worksheets and workbooks

*Topic A: * Using multiple workbooks*

- A-1: Switching between workbooks
- A-2: Copying a worksheet to another workbook

*Topic B: * Linking worksheets with 3-D formulas*

- B-1: Creating 3-D formulas
- B-2: Adding a Watch window

*Topic C: * Linking workbooks*

- C-1: Examining external links in a worksheet
- C-2: Creating external links in a worksheet
- C-3: Editing links

*Topic D: * Managing workbooks*

- D-1: Creating a workspace

Unit 2 : Advanced formatting

*Topic A: * Using special number formats*

- A-1: Applying special formats
- A-2: Controlling the display of zero values
- A-3: Creating custom formats

*Topic B: * Using functions to format text*

- B-1: Using PROPER, UPPER, and LOWER
- B-2: Using SUBSTITUTE

*Topic C: * Working with styles*

- C-1: Creating and applying styles
- C-2: Modifying styles

*Topic D: * Working with themes*

- D-1: Changing to a different theme
- D-2: Saving new colors and themes

*Topic E: * Other advanced formatting*

- E-1: Merging cells
- E-2: Changing the orientation of text in a cell
- E-3: Splitting cells
- E-4: Transposing data during a paste
- E-5: Adding and deleting backgrounds
- E-6: Adding a watermark

Unit 3 : Outlining and subtotals

*Topic A: * Outlining and consolidating data*

- A-1: Creating an outline
- A-2: Using the Consolidate command

*Topic B: * Creating subtotals*

- B-1: Creating subtotals in a list
- B-2: Using multiple subtotal functions

Unit 4 : Cell and range names

*Topic A: * Creating and using names*

- A-1: Naming and selecting ranges
- A-2: Using names in formulas
- A-3: Using the Create from Selection command
- A-4: Applying names to existing formulas

*Topic B: * Managing names*

- B-1: Modifying and deleting named ranges
- B-2: Defining and applying 3-D names

Unit 5 : Lists and tables

*Topic A: * Examining lists*

- A-1: Examining the structure of a list

*Topic B: * Sorting and filtering lists*

- B-1: Sorting a list
- B-2: Filtering a list by using AutoFilter

B-3: Using cell color and attributes to sort and filter data

*Topic C: * Advanced filtering*

- C-1: Using Custom AutoFilter criteria
- C-2: Using the Advanced Filter dialog box
- C-3: Copying filtered results to another range

*Topic D: * Working with tables*

- D-1: Creating a table
- D-2: Formatting a table
- D-3: Adding and deleting rows and columns
- D-4: Applying structured referencing
- D-5: Naming tables
- D-6: Creating functions with [#This row]

Unit 6 : Web and Internet features

*Topic A: * Saving workbooks as Web pages*

- A-1: Making Web commands available
- A-2: Saving a workbook as a Web page
- A-3: Using the Publish as Web Page dialog box

*Topic B: * Using hyperlinks*

- B-1: Inserting and editing hyperlinks

*Topic C: * Distributing workbooks*

- C-1: Saving a workbook as a PDF file
- C-2: Using e-mail to share a workbook

Unit 7 : Advanced charting

*Topic A: * Chart formatting options*

- A-1: Adjusting the scale of a chart
- A-2: Formatting a data point

*Topic B: * Combination charts*

- B-1: Creating a combination chart
- B-2: Creating a trendline

*Topic C: * Graphic elements*

- C-1: Adding graphic elements
- C-2: Formatting a graphic element
- C-3: Adding a picture to a worksheet

Unit 8 : Documenting and auditing

*Topic A: * Auditing features*

- A-1: Tracing precedent and dependent cells
- A-2: Tracing errors

*Topic B: * Comments in cells and workbooks*

- B-1: Viewing comments in a worksheet
- B-2: Adding a comment to a cell
- B-3: Adding comments to a workbook

*Topic C: * Protection*

- C-1: Password-protecting a worksheet
 - C-2: Protecting part of a worksheet by unlocking cells
 - C-3: Restricting permissions to a workbook
 - C-4: Discussing digital signatures
- Topic D: * Workgroup collaboration*
- D-1: Sharing a workbook
 - D-2: Merging workbooks
 - D-3: Tracking changes in a workbook
 - D-4: Using the Document Inspector
 - D-5: Marking a workbook as final

Unit 9 : Templates and settings

*Topic A: * Application settings*

- A-1: Exploring application settings

*Topic B: * Built-in templates*

B-1: Using a downloaded template

*Topic C: * Creating and managing templates*

- C-1: Creating a template
- C-2: Modifying a template
- C-3: Specifying an alternate template location