

## **Excel 2007 - Level 2**

## **Course Outline**

This course considers large or multiple worksheets and how to manage them, the use of range names, more advanced functions including financial and date functions, data management, autofiltering and file management.

This course also covers charts, objects, shapes and SmartArt, and works with HTML files and with comments.

### **Prerequisites:**

Excel 2007, Level 1

### **Objectives:**

- Use large worksheets
- Work with multiple worksheets
- Manage worksheets
- Use range names
- Use other functions
- Manage data
- Use Autofilter
- Manage files
- Create charts
- Format charts
- Draw an object
- Use additional effects and objects
- Use shapes and SmartArt
- Use HTML files
- Work with comments