

Excel 2007 Level 2

Using Large Worksheets

- Increasing the Magnification
- Decreasing the Magnification
- Changing the Magnification of a Range
- Switching to Full Screen View
- Splitting the Window
- Removing Split Windows
- Freezing the Panes
- Unfreezing the Panes
- Using Large Worksheets

Working with Multiple Worksheets

- Using Multiple Worksheets
- Navigating between Worksheets
- Selecting Worksheets
- Renaming Worksheets
- Selecting Multiple Worksheets
- Coloring Worksheet Tabs
- Inserting Worksheets
- Deleting Worksheets
- Printing Selected Worksheets
- Working with Multiple Worksheets

Managing Worksheets

- Copying Worksheets
- Moving Worksheets
- Using Grouped Worksheets
- Moving Data between Worksheets
- Copying Data between Worksheets
- Creating 3-D Formulas
- Using 3-D Ranges in Functions
- Managing Worksheets

Using Range Names

- Working with Range Names
- Jumping to a Named Range
- Assigning Names
- Using Range Names in Formulas
- Creating Range Names from Headings
- Applying Range Names
- Deleting Range Names
- Using Range Names in 3-D Formulas
- Creating 3-D Range Names
- Using 3-D Range Names in Formulas
- Using Range Names

Using Other Functions

- Using Function Arguments
- Using Financial Functions
- Using Logical Functions
- Using Date Functions
- Formatting Dates
- Revising Formulas
- Using Other Functions

Managing Data

- Sorting Lists
- Sorting in Ascending/Descending Order
- Finding Data
- Replacing Data
- Finding and Replacing Cell Formats
- Managing Data

Using AutoFilter

- Enabling AutoFilter
- Using AutoFilter to Filter a List
- Clearing AutoFilter Criteria
- Creating a Custom AutoFilter
- Disabling AutoFilter
- Using AutoFilter

Managing Files

- Changing Workbook Properties
- Selecting File Views
- Sorting Excel Files
- Using the Document Recovery Pane
- Inspecting a Document
- Marking a Document as Final
- Saving to a PDF Format
- Using the Compatibility Checker
- Converting a File to 2007 Format
- Saving as a Binary Format
- Managing Files

Creating Charts

- Using Charts
- Creating Charts
- Moving and Resizing Charts
- Identifying Chart Elements
- Changing the Chart Type
- Changing the Plot Direction
- Removing/Adding a Legend
- Moving the Legend
- Charting Non-adjacent Ranges
- Changing the Chart Range
- Changing the Data Source
- Changing the Chart Location
- Printing a Chart
- Creating Charts

Formatting Charts

- Formatting Charts
- Adding Chart Titles
- Formatting Chart Elements
- Changing the Text Orientation
- Adding a Data Table
- Creating an Exploded Pie Chart
- Adjusting the 3-D View
- Deleting a Chart
- Formatting Charts

Drawing an Object

- Working with Drawing Objects
- Drawing Enclosed Objects
- Drawing a Line
- Selecting Filled and Unfilled Objects
- Moving an Object
- Adding Text to an Object
- Selecting Text in an Object
- Resizing an Object
- Formatting Lines
- Changing and Removing the Fill Color
- Changing the Font Color
- Deleting an Object
- Drawing an Object

Using Additional Effects and Objects

- Adding a 3-D Effect
- Applying a 3-D Setting
- Adding a Shadow
- Drawing a Text Box
- Drawing an Arrow
- Inserting Pictures
- Formatting Graphics
- Using Additional Effects and Objects

Using Shapes and SmartArt

- Working with Shapes
- Drawing a Callout
- Drawing a Basic Shape
- Working with Connectors
- Drawing a Flowchart Shape
- Drawing a Block Arrow
- Adding SmartArt
- Working with SmartArt
- Using Shapes and SmartArt

Using HTML Files

- Previewing a Web Page
- Creating a Hyperlink
- Editing a Hyperlink
- Saving a Worksheet as a Web Page
- Using Publishing Options
- Opening an HTML File
- Using HTML Files

Working with Comments

- Creating Comments
- Viewing a Comment
- Reviewing Comments
- Printing Comments
- Responding to Discussion Comments
- Working with Comments