



# CenterPoint Solution, LLC

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## MICROSOFT® EXCEL® - INTERMEDIATE LEVEL 2007

### *Course Description:*

In this course, you will use Microsoft® Excel® 2007 to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas.

### *Who Should Take This Course:*

The target students for this course are students who desire to gain the skills necessary to create templates, sort and filter data, import and export data, analyze data, and work with Excel on the web.

### *Achieved Results:*

You will apply visual elements and advanced formulas to a worksheet to display data in various formats.

### *Course Outline:*

- Calculate with advanced formulas.
- Organize worksheet and table data using various techniques.
- Create and modify charts.
- Analyze data using PivotTables and PivotCharts.
- Insert graphic objects.
- Customize and enhance workbooks and the Microsoft® Office Excel® environment.