



**THE  
ENTERPRISE  
CENTRE**

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## **Excel 2007**

### **Level 2**

1 Day

#### **Workshop Goal**

This **one day hands-on** workshop will teach participants formatting techniques with both numbers and text, managing files and multiple worksheets. Participants will also learn how to create and format charts representing worksheet data including line, bar and pie charts, and working with graphic objects.

#### **Topic Outline**

- Using Templates
- Creating Charts
- Formatting Charts
- Drawing an Object
- Using Large Worksheets
- Working with Multiple Worksheets
- Using Worksheet Protection
- Using Multiple Workbooks
- Sharing Workbooks
- Managing Data
- Managing Files
- Using Other Functions
- Customizing Excel Preferences
- Working with Tables

#### **Recommended Prior Learning**

Completion of the **Excel 2007 Level 1** workshop or equivalent knowledge