Microsoft® Office Excel® 2007: Level 3

Course Summary

Description

You're training in and use of Microsoft® Office Excel® 2007 has provided you with a solid foundation in the basic and intermediate skills for working in Excel. You have used Excel to perform tasks such as running calculations on data and sorting and filtering numeric data. In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Excel by automating some common tasks, applying advanced analysis techniques to more complex data sets, collaborating on worksheets with others, and sharing Excel data with other applications.

Objectives

At the end of this course, students will be able to:

- Increase productivity and improve efficiency by streamlining your workflow.
- Collaborate with others using workbooks.
- Audit worksheets.
- Analyze data.
- Work with multiple workbooks.
- Import and export data.
- Use Excel with the web.
- Structure workbooks with XML.

Topics

- Streamlining Workflow
- Collaborating with Others
- Auditing Worksheets
- Analyzing Data
- Working with Multiple Workbooks
- Importing and Exporting Data
- Using Excel with the Web
- Structuring Workbooks with XML

Audience

This course was designed for students desiring to gain the skills necessary to create macros, collaborate with others, audit and analyze worksheet data, incorporate multiple data sources, and import and export data. In addition, the course is also for students desiring to prepare for the Microsoft Certified Application Specialist exam in Microsoft® Office Excel® 2007, and who already have knowledge of the basics of Excel, including how to create, edit, format, and print worksheets that include charts and sorted and filtered data.

Prerequisites

It is recommended that students first take the following courses or have equivalent knowledge:

- Microsoft® Office Excel® 2007 Level 1
- Microsoft® Office Excel® 2007 Level 2

Duration

One day

Due to the nature of this material, this document refers to numerous hardware and software products by their trade names. References to other companies and their products are for informational purposes only, and all trademarks are the properties of their respective companies. It is not the intent of ProTech Professional Technical Services, Inc. to use any of these names generically

ProTech
protechtraining.com

"Charting the Course ...

... to Your Success!"

Microsoft® Office Excel® 2007: Level 3

Course Outline

I. Streamlining Workflow
- A. Create a Macro
- B. Edit a Macro
- C. Apply Conditional Formatting
- D. Add Data Validation Criteria
- E. Update a Workbook's Properties
- F. Modify Excel's Default Settings

II. Collaborating with Others
- A. Protect Files
- B. Share a Workbook
- C. Set Revision Tracking
- D. Review Tracked Revisions
- E. Merge Workbooks
- F. Administer Digital Signatures
- G. Restrict Document Access

III. Auditing Worksheets
- A. Trace Cells
- B. Troubleshoot Errors in Formulas
- C. Troubleshoot Invalid Data and Formulas
- D. Watch and Evaluate Formulas
- E. Create a Data List Outline

IV. Analyzing Data
- A. Create a Trendline
- B. Create Scenarios
- C. Perform What-If Analysis
- D. Perform Statistical Analysis with the Analysis ToolPak

V. Working with Multiple Workbooks
- A. Create a Workspace
- B. Consolidate Data
- C. Link Cells in Different Workbooks
- D. Edit Links

VI. Importing and Exporting Data
- A. Export Excel Data
- B. Import a Delimited Text File

VII. Using Excel with the Web
- A. Publish a Worksheet to the Web
- B. Import Data from the Web
- C. Create a Web Query

VIII. Structuring Workbooks with XML
- A. Develop XML Maps
- B. Import and Export XML Data

Due to the nature of this material, this document refers to numerous hardware and software products by their trade names. References to other companies and their products are for informational purposes only, and all trademarks are the properties of their respective companies. It is not the intent of ProTech Professional Technical Services, Inc. to use any of these names generically