



Microsoft® Office Excel® 2007: Level 3 (Second Edition) One Day

Course Description

Your 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.

Course Objective: You will automate some common Excel tasks, apply advanced analysis techniques to more complex data sets, collaborate on worksheets with others, and share Excel data with other applications.

Target Student: 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: To ensure your success, we recommend you first take the following Element K courses or have equivalent knowledge:

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

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Certification

This course is one of a series of Element K courseware titles that addresses Microsoft Certified Application Specialist (MCAS) skill sets. The Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Microsoft Certified Application Specialist certification.

Performance-Based Objectives

Upon successful completion 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.

Course Content

Lesson 1: Streamlining Workflow

- Topic 1A: Create a Macro
- Topic 1B: Edit a Macro
- Topic 1C: Apply Conditional Formatting
- Topic 1D: Add Data Validation Criteria
- Topic 1E: Update a Workbook's Properties
- Topic 1F: Modify Excel's Default Settings

Lesson 2: Collaborating with Others

- Topic 2A: Protect Files
- Topic 2B: Share a Workbook
- Topic 2C: Set Revision Tracking
- Topic 2D: Review Tracked Revisions
- Topic 2E: Merge Workbooks
- Topic 2F: Administer Digital Signatures
- Topic 2G: Restrict Document Access

Lesson 3: Auditing Worksheets

- Topic 3A: Trace Cells
- Topic 3B: Troubleshoot Errors in Formulas
- Topic 3C: Troubleshoot Invalid Data and Formulas
- Topic 3D: Watch and Evaluate Formulas
- Topic 3E: Create a Data List Outline

Lesson 4: Analyzing Data

- Topic 4A: Create a Trendline
- Topic 4B: Create Scenarios
- Topic 4C: Perform What-If Analysis
- Topic 4D: Perform Statistical Analysis with the Analysis ToolPak

Lesson 5: Working with Multiple Workbooks

- Topic 5A: Create a Workspace
- Topic 5B: Consolidate Data
- Topic 5C: Link Cells in Different Workbooks
- Topic 5D: Edit Links

Lesson 6: Importing and Exporting Data

- Topic 6A: Export Excel Data
- Topic 6B: Import a Delimited Text File

Lesson 7: Using Excel with the Web

Topic 7A: Publish a Worksheet to the Web

Topic 7B: Import Data from the Web

Topic 7C: Create a Web Query

Lesson 8: Structuring Workbooks with XML

Topic 8A: Develop XML Maps

Topic 8B: Import and Export XML Data

Appendix A: Microsoft Office Specialist Program