

## Microsoft Office Excel 2010 Level 3 of 3

Course Length: 1-day (8:30am – 4:00pm)

Course Cost: \$295+ GST

### Course Description

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

### Performance-Based Objectives

Upon successful completion of this course, you will be able to:

- ✓ Enhance productivity and efficiency by streamlining workflow.
- ✓ Collaborate with other workbook users.
- ✓ Audit worksheets.
- ✓ Analyze data.
- ✓ Work with multiple workbooks.
- ✓ Import and export data.
- ✓ Integrate Excel data with the web.
- ✓ Structure workbooks with XML

### Course Content

#### Streamlining Workflow

- Update Workbook Properties
- Create a Macro
- Edit a Macro
- Add Data Validation Criteria

#### Collaborating with Other Users

- Protect Files
- Share a Workbook
- Set Revision Tracking
- Review Tracked Revisions
- Merge Workbooks
- Administer Digital Signatures
- Restrict Document Access

#### Auditing Worksheets

- Trace Cells
- Troubleshoot Invalid Data and Formula Errors
- Watch and Evaluate Formulas

#### Analyzing Data

- Create a Trendline
- Create Sparklines
- Create Scenarios
- Perform a What-If Analysis
- Perform a Statistical Analysis with the Analysis ToolPak

#### Working with Multiple Workbooks

- Create a Workspace
- Consolidate Data
- Link cells in Different Workbooks
- Edit links

#### Importing and Exporting Data

- Export Excel Data
- Import a Delimited Text File

#### Working with Multiple Workbooks

- Publish a Worksheet to the Web
- Import Data From the Web
- Create a Web Query