

Microsoft® Office Excel® 2007 Level 3 of 3

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

Course Cost: \$295+ GST

Course Description

Your training 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 final stage of the three course series training, 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.

Performance-Based Objectives

Upon successful completion of this course, you 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

Streamlining Workflow

- Create a Macro
- Edit a Macro
- Apply Conditional Formatting
- Add Data Validation Criteria
- Update a Workbook's Properties
- Modify Excel's Default Settings

Collaborating with Others

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

Auditing Worksheets

- Trace Cells
- Troubleshoot Errors in Formulas
- Troubleshoot Invalid Data and Formulas
- Watch and Evaluate Formulas
- Create a Data List Outline

Analyzing Data

- Create a Trendline
- Create Scenarios
- Perform What-If Analysis
- Perform 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

Using Excel with the Web

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

Structuring Workbooks with XML

- Develop XML Maps
- Import and Export XML Data