

ExecuTrain Course Outline

Excel 2003 Level III

ET84262

1 Day

Description

This course covers running automating common tasks, applying advanced analysis techniques to complex data sets, collaborating on worksheets with others, and sharing Excel data with other applications.

Prerequisites

To ensure the successful completion of this course, we recommend completion of the following courses, or equivalent knowledge:

- Excel 2003: Level 1
- Excel 2003: Level 2

Who Should Take This Course?

This course is for students desiring to gain the skills necessary to create macros, collaborate with others, audit and analyze worksheet data, create PivotTables and PivotCharts, incorporate multiple data sources, and import and export data. In addition, the course is also for students desiring to prepare for the Microsoft Office Specialist exam in Excel 2003 or Module 2-Key Applications of the Internet and Computing Core Certification (IC3) exam, 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.

Objectives

- ✓ Customize workbooks.
- ✓ Collaborate with others using workbooks.
- ✓ Audit worksheets.
- ✓ Analyze data.
- ✓ Work with multiple workbooks.
- ✓ Import and export data.
- ✓ Structure workbooks with XML.

Outline

Streamlining Workflow

- Create a Macro
- Edit a Macro
- Customize Access to Excel Commands
- 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
- Adjust Macro Settings
- Administer Digital Signatures

Auditing Worksheets

- Trace Cell Precedents
- Trace Cell Dependents
- Locate Errors in Formulas
- Locate Invalid Data and Formulas
- Watch and Evaluate Formulas
- Group and Outline Data

Analyzing Data

- Create a Trendline
- Create Scenarios
- Perform What-If Analysis
- Develop a PivotTable[©] Report
- Develop a PivotChart[©] Report
- 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 to Microsoft Word
- Import a Word Table
- Import Text Files

Structuring XML Workbooks

- Develop XML Maps
- Import, Add, and Export XML Data
- Manage XML Workbooks
- Apply XML View Options