

**Course:**

## **Microsoft<sup>®</sup> Office Excel<sup>®</sup> 2007: Level 3 (Second Edition)**

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### **Course Specifications**

Course number: 084892

Duration: 1.0 day

### **Course Description**

Your training in and use of Microsoft<sup>®</sup> Office Excel<sup>®</sup> 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<sup>®</sup> Office Excel<sup>®</sup> 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<sup>®</sup> Office Excel<sup>®</sup> 2007 Level 1
- Microsoft<sup>®</sup> Office Excel<sup>®</sup> 2007 Level 2

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

## 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