

Microsoft® Office Excel® 2007: Level 3

Course Specifications

Course length: 1.0 day(s)

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 Microsoft® Office Excel® 2007. You have used Microsoft® Office Excel® 2007 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.

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

Microsoft® Office Excel® 2007 Level 2

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: Adjust Macro Settings

Topic 2G: Administer Digital Signatures

Topic 2H: Restrict Document Access

Lesson 3: Auditing Worksheets

Topic 3A: Trace Cell Precedents

Topic 3B: Trace Cell Dependents

Topic 3C: Troubleshoot Errors in Formulas

Topic 3D: Troubleshoot Invalid Data and Formulas

Topic 3E: Watch and Evaluate Formulas

Topic 3F: 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 Word Table

Topic 6C: 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

Topic 8C: Manage XML Workbooks

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