
Excel 2007 Level 3

Objectives

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.

Audience

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® Office Excel® 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. Before starting this course, students are recommended to take Excel 2007 Level 1, and Excel 2007 Level 2.

Length and Location

1-day class 9:00am-4:30pm / 125 Sixth Street, Cambridge, 4th Floor (Public Safety Building)

Format

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

Course Content

Lesson 1: 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

Lesson 2: Collaborating with Others

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

Lesson 3: Auditing Worksheets

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

Lesson 4: Analyzing Data

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

Lesson 5: Working with Multiple Workbooks

- Create a Workspace
- Consolidate Data
- Link Cells in Different Workbooks
- Edit Links

Lesson 6: Importing and Exporting Data

- Export Excel Data
- Import a Delimited Text File

Lesson 7: Using Excel with the Web

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

Lesson 8: Structuring Workbooks with XML

- Topic 8A: Develop XML Maps
- Topic 8B: Import and Export XML Data