



Microsoft Office Excel 2010 Level 3: Advanced

Duration

1 Day

Audience

This course is meant for those desiring to gain advanced skill sets necessary for creating macros, protect and share workbooks, perform advanced data analysis, import & export data, and publish Excel worksheets to the Web.

Course Description

You will automate some common Excel tasks, apply advanced analysis techniques to more complex data sets, troubleshoot errors, collaborate on worksheets, and share Excel data with other applications.

Course Objectives

Upon successful completion of this course, students will be able to:

- enhance productivity and efficiency by streamlining the workflow
- collaborate with other workbook users
- audit worksheets
- analyze data
- work with multiple workbooks
- import and export data
- integrate Excel data with the web
- structure workbooks with XML

Prerequisites

To insure your success, students are recommended to take the following courses or have equivalent knowledge:

- Microsoft Office Excel® 2010 - Level 1
- Microsoft Office Excel® 2010 - Level 2

Course Outline

Lesson 1: Streamlining Workflow

Topic 1A: Update Workbook Properties
Topic 1B: Create a Macro
Topic 1C: Edit a Macro
Topic 1D: Apply Conditional Formatting
Topic 1E: Add Data Validation Criteria

Lesson 2: Collaborating with Other Users

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 Invalid Data and Formula Errors
Topic 3C: Watch and Evaluate Formulas
Topic 3D: Create a Data List Outline

Lesson 4: Analyzing Data

Topic 4A: Create a Trendline

Topic 4B: Create Sparklines
Topic 4C: Create Scenarios
Topic 4D: Perform a What-If Analysis
Topic 4E: Perform a 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: Integrating Excel Data 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