

Excel 3

EXCEL3
1 day

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Course Summary

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 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:

Learn to create 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

- Microsoft Office Excel 2007: Level 1 , Level 2

Certification

This course is one of a series of Element K courseware titles that addresses Microsoft Certified Application Specialist (Microsoft Business Certification) skill sets. The Microsoft Certified Application Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Microsoft Certified Application Specialist certification. Certification candidates must pass one or more proficiency exams in order to earn Microsoft Certified Application Specialist certification.

Lessons

Lesson 1

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

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

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

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

Topic 5A: Create a Workspace

Topic 5B: Consolidate Data

Topic 5C: Link Cells in Different Workbooks

Topic 5D: Edit Links

Lesson 6

Topic 6A: Export Excel Data

Topic 6B: Import a Delimited Text File

Lesson 7

Topic 7A: Publish a Worksheet to the Web

Topic 7B: Import Data from the Web

Topic 7C: Create a Web Query

Lesson 8

Topic 8A: Develop XML Maps

Topic 8B: Import and Export XML Data