



Microsoft® Office Excel® 2007: Level 3

Course length: 1 day

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

- 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:

- Develop XML Maps
- Import and Export XML Data

All of our courses are based on a building-block template. All course levels except Level 1 assume the student is completely comfortable with the materials covered in any and all courses listed as a prerequisite, and that the student has the ability to competently complete the tasks covered in those prerequisite courses.

Before enrolling in a class at a Level 2 or higher, the instructor must discuss and assess the skills and requirements of the student taking the course, prior to the material being delivered. This will ensure the training is delivered with the utmost quality and that it is the most meaningful for the student.