

Microsoft® Office Excel® 2010: Level 3

Duration 1.0 day

Description

In this course the student learns to 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.

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.

Prerequisites

To ensure success, students should first take the following courses or have equivalent knowledge: *Microsoft Office Excel 2010: Level 1* and *Microsoft Office Excel 2010: Level 2*.

Topics

LESSON 1: STREAMLINING WORKFLOW

- Update Workbook Properties
- Create a Macro
- Edit a Macro
- Apply Conditional Formatting
- Add Data Validation Criteria

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

COLLABORATING WITH OTHER USERS

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

WORKING WITH MULTIPLE WORKBOOKS

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

AUDITING WORKSHEETS

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

IMPORTING AND EXPORTING DATA

- Export Excel Data
- Import a Delimited Text File

INTEGRATING EXCEL DATA WITH THE WEB

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

ANALYZING DATA

- Create a Trendline

STRUCTURING WORKBOOKS WITH XML

- Develop XML Maps
- Import and Export XML Data