

## **Microsoft Excel 2007 - Level 3 Training**

- **Course Number:** Excel2k73
- **Length:** 1 Day(s)

### **Certification Exam**

No Microsoft Certified Professional exams are associated with this course currently.

### **Course Overview**

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.

### **Prerequisites**

To ensure your success, we recommend you first take the following courses or have equivalent knowledge: Microsoft® Office Excel® 2007 Level 1 and Microsoft® Office Excel® 2007 Level 2.

### **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.

### **Course Outline**

- Course Introduction
- Lesson 1 - Streamlining Workflow
- Streamlining Workflow
- Macro
- Record Macro Procedure Reference
- Demo - Macros
- Editing Macros
- Visual Basic Editor
- Macro Settings

- Demo - Edit Macros
- Conditional Formatting
- Conditional Formats
- Conditional Formatting Procedure Reference
- Demo - Conditional Formats
- Data Validation
- Data Validation Procedure Reference
- Workbook Properties
- Demo - Data Validation
- Lesson 1 Review
- Lesson 2 - Collaborating with Others
- Collaborating with Others
- The Collaboration Process
- File Protection
- The Changes Group
- The Protect Workbook Options
- Demo - Protection
- Sharing Workbooks
- Shared Workbooks
- Sharing Workbooks Procedure Reference
- Demo - Share Workbook
- Revision Tracking
- Revision Tracking Procedure Reference
- The Highlight Changes Dialog Box
- The Accept/Reject Changes Option
- Demo - Changes
- Merge Workbooks
- Demo - Merge Workbooks
- Digital Certificates
- Digital Signatures
- Demo - Digital Signature
- Demo - Mark As Final
- Lesson 2 Review
- Lesson 3 - Auditing Worksheets
- Auditing Worksheets
- Tracer Arrows
- Cell Precedents
- Cell Dependents
- Demo - Tracing
- Invalid Data
- Error Checking
- Demo - Invalid Formulas
- The Watch Window
- Demo - Watch and Evaluate
- Formula Evaluation
- Outline

- Demo - Group and Subtotals
- Lesson 3 Review
- Lesson 4 - Analyzing Data
- Analyzing Data
- Trendlines
- Trendline Procedure Reference
- Demo - Trendline
- Scenarios
- The Scenario Manager Dialog Box
- Demo - Scenario
- The Solver Parameters Dialog Box
- Demo - Solver
- Analysis ToolPak
- Demo - Data Analysis
- Lesson 4 Review
- Lesson 5 - Working with Multiple Workbooks
- Working with Multiple Workbooks
- Workspaces
- Demo - Workspace
- Data Consolidation
- The Consolidate Dialog Box
- Link Cells
- Demo - Consolidate Data
- Demo - Edit Links
- Lesson 5 Review
- Lesson 6 - Importing and Exporting Data
- Importing and Exporting Data
- File Export
- Demo - Export to Word
- File Import
- The Get External Data Group
- Demo - Import Delimited Text File
- Delimited Text Files
- Lesson 6 Review
- Lesson 7 - Using Excel with the Web
- Using Excel with the Web
- File Publish
- The Publish As Web Page Dialog Box
- Demo - Publish Data
- Import Data From Web
- Demo - Import Data from Web
- The New Web Query Dialog Box
- Lesson 7 Review
- Lesson 8 - Structuring Workbooks with XML
- Structuring Workbooks with XML
- XML

- XML Uses
- XML Components
- XML Schema
- XML Schemas
- XML Map
- XML Maps
- The XML Source Task Pane
- The XML Group
- Demo - XML Map
- Demo - XML Data
- Lesson 8 Review
- Course Closure