

Microsoft Office Excel 2003: Level 3

- Course Number: 084262
- Course Length: 1 Day

Course Overview

You have used Microsoft® Office Excel 2003 to perform tasks such as running calculations on data and sorting and filtering numeric data. You would now like to automate some common tasks, apply advanced analysis techniques to more complex data sets, collaborate on worksheets with others, and share Excel data with other applications. In this course, you will do all of these things.

Prerequisites

To ensure your success, we recommend you first take the following Element K courses or have equivalent knowledge:

- Microsoft® Office Excel 2003: Level 1
- Microsoft® Office Excel 2003: 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, create PivotTables and PivotCharts, incorporate multiple data sources, and import and export data. In addition, the course is also for students desiring to prepare for the Microsoft Office Specialist exam in Excel 2003 or Module 2-Key Applications of the Internet and Computing Core Certification (IC3) exam, 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

<u>Course Introduction</u>	2m
Course Introduction	
<u>Lesson 01 - Streamlining Workflow</u>	1h
Streamlining Workflow	
Automating with Macros	
Macro Security Levels	
Creating Macros	
Demo - Creating Macros	
Editing Macros	
The VBA Editor	
Demo - Editing Macros	
Customize Excel Interface	
Demo - Customizing Interface	
Conditional Formatting	

Data Validation
Demo - Conditional Formatting and Validation
Workbook Properties
Changing Excel's Default Options
Demo - Changing Options
Review

Lesson 02 - Collaborating with Others

29m

Collaborating with Others
Protecting Files
Demo - Protecting Content and Structure
Sharing Workbooks
Using Tracking
Reviewing Tracked Changes
Demo - Sharing and Collaboration
Merging Workbooks
Demo - Merging Workbooks
Adjust Macro Settings
Demo - Macro Security
Review

Lesson 03 - Auditing Worksheets

22m

Auditing Worksheets
Auditing
Demo - Auditing Worksheets
Locating Invalid Data and Errors
Demo - Invalid Data and Errors
Watch and Evaluate Formulas
Demo - Watching and Evaluating
Group and Outline Data
Demo - Outlining
Review

Lesson 04 - Analyzing Data

35m

Analyzing Data
Trendlines
Demo - Trendlines
Scenarios
Demo - Scenarios
What-If Analysis
Demo - What If?
PivotTables
PivotCharts
Demo - Pivot Tables
Analyzing ToolPak

Demo - Analysis ToolPak
Review

Lesson 05 - Working with Multiple Workbooks

17m

Working with Multiple Workbooks
Workspaces
Demo - Creating Workspaces
Consolidating Data
Demo - Consolidating Data
Linking Cells
Demo - Linking Data
Review

Lesson 06 - Importing and Exporting Data

13m

Importing and Exporting Data
Working with Word and Other Text
Demo - Importing and Exporting
Review

Lesson 07 - Structuring XML Workbooks

18m

Structuring XML Workbooks
XML 101
XML Schema and Maps
Demo - XML Maps
Review
Course Closure

Total Duration: 3h 16m