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Excel 2003 - Level 3

Duration:

Instructor-led Classroom Learning - 1.00 Day(s)
Online Anytime - Self Paced
Mentored Learning - Flexible

Overview:

In this course, students will learn how to automate common tasks, apply advanced analysis techniques to more complex data sets, collaborate on worksheets with others, and share Excel data with other applications.

Who Should Attend:

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.

At Course Completion:

You will 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.

Prerequisite(s) or equivalent knowledge:

[Excel 2003 - Level 1](#)
[Excel 2003 - Level 2](#)

Outline:

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Lesson 1: Streamlining Workflow

- Create a Macro
- Edit a Macro
- Customize Access to Excel Commands
- Apply Conditional Formatting
- Add Data Validation Criteria
- Update a Workbook's Properties

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Modify Excel's Default Settings

Lesson 2: Collaborating with Others

- Protect Files
- Share a Workbook
- Set Revision Tracking
- Review Tracked Revisions
- Merge Workbooks
- Adjust Macro Settings
- Administer Digital Signatures

Lesson 3: Auditing Worksheets

- Trace Cell Precedents
- Trace Cell Dependents
- Locate Errors in Formulas
- Locate Invalid Data and Formulas
- Watch and Evaluate Formulas
- Group and Outline Data

Lesson 4: Analyzing Data

- Create a Trendline
- Create Scenarios
- Perform What-If Analysis
- Develop a PivotTable[©] Report
- Develop a PivotChart[©] Report
- 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 to Microsoft Word
- Import a Word Table



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Import Text Files

Lesson 7: Structuring XML Workbooks

- Develop XML Maps
- Import, Add, and Export XML Data
- Manage XML Workbooks
- Apply XML View Options