



[WWW.KQEINC.COM](http://WWW.KQEINC.COM)

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### Excel 2007 - Level 3

#### Duration:

Instructor-led Classroom Learning - 1.00 Day(s)

Online Anytime - Self Paced

Online Live - 2.00 Sessions

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. (Second Edition)

#### 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, 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.

#### At Course Completion:

Upon successful completion of this course, students will be able to: - increase productivity and improve efficiency by streamlining your workflow. - collaborate with others using workbooks. - audit worksheets. - analyze data. - work with multiple workbooks. - import and export data. - use Excel with the web. - structure workbooks with XML.

#### Prerequisite(s) or equivalent knowledge:

Excel 2007 – Level 1

Excel 2007 – Level 2

#### Outline:

##### Lesson 1: Streamlining Workflow

Create a Macro

Edit a Macro



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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



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**Lesson 7:** Using Excel with the Web

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

**Lesson 8:** Structuring XML Workbooks

Develop XML Maps  
Import and Export XML Data