

Microsoft Excel Level 3

Prerequisites: *Microsoft Windows Fundamentals* **and** *Microsoft Excel Intermediate*; **or** equivalent experience.

Course Objectives

- Customize workbooks
 - Collaborate with others using workbooks
 - Audit worksheets
 - Analyze data
 - Work with multiple workbooks
 - Import and export data
 - Structure workbooks with XML
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Outline

Lesson 1: Streamlining Workflow

- Create a Macro
- Macro
- Edit a Macro
- Visual Basic for Applications (VBA)
- The Visual Basic Editor Window
- Customize Access to Excel Commands
- 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
- Adjust Macro Settings
- Administer Digital Signatures
- Digital Certificates
- 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

- Creating a Trendline
- Create Scenarios
- Perform What-If Analysis
- Goal Seek
- Solver
- 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
- Data Consolidation
- Link Cells in Different Workbooks
- Edit Links

Lesson 6: Importing and Exporting Data

- Export to Microsoft Word
- Import a Word Table
- Import Text Files
- Delimited Text Files