

***Prerequisites required for taking this course***

The course requires that you are familiar with using personal computers and have used a mouse and keyboard; basic typing skills are recommended. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. We ask that you have also successfully completed Excel 2007 Level 1 & 2 or had more than 6mo using the software.

***Performance Objectives for Microsoft Excel 2007 Level 3***

- 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.

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***Course Outline*****Lesson 1: Streamlining Workflow**

Topic 1A: Create a Macro  
Topic 1B: Edit a Macro  
Topic 1C: Apply Conditional Formatting  
Topic 1D: Add Data Validation Criteria  
Topic 1E: Update a Workbook's Properties  
Topic 1F: Modify Excel's Default Settings

**Lesson 2: Collaborating with Others**

Topic 2A: Protect Files  
Topic 2B: Share a Workbook  
Topic 2C: Set Revision Tracking  
Topic 2D: Review Tracked Revisions  
Topic 2E: Merge Workbooks  
Topic 2F: Administer Digital Signatures  
Topic 2G: Restrict Document Access

**Lesson 3: Auditing Worksheets**

Topic 3A: Trace Cells  
Topic 3B: Troubleshoot Errors in Formulas  
Topic 3C: Troubleshoot Invalid Data and Formulas  
Topic 3D: Watch and Evaluate Formulas  
Topic 3E: Create a Data List Outline

**Lesson 4: Analyzing Data**

Topic 4A: Create a Trendline  
Topic 4B: Create Scenarios  
Topic 4C: Perform What-If Analysis  
Topic 4D: Perform Statistical Analysis with the Analysis ToolPak

**Lesson 5: Working with Multiple Workbooks**

Topic 5A: Create a Workspace  
Topic 5B: Consolidate Data  
Topic 5C: Link Cells in Different Workbooks  
Topic 5D: Edit Links

**Lesson 6: Importing and Exporting Data**

Topic 6A: Export Excel Data  
Topic 6B: Import a Delimited Text File

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

Topic 7A: Publish a Worksheet to the Web  
Topic 7B: Import Data from the Web  
Topic 7C: Create a Web Query

**Lesson 8: Structuring Workbooks with XML**

Topic 8A: Develop XML Maps  
Topic 8B: Import and Export XML Data