

Microsoft Office Excel 2007 Advanced

Tuition: \$225 6 Hours

Prerequisite:

To ensure your success, we recommend you first take the following courses or have equivalent knowledge of Microsoft® Office Excel 2007 Introduction and Microsoft® Office Excel 2007 Intermediate



Course Description:

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.

Course Content

Streamlining Workflow

- Create a Macro
- Edit a Macro
- Apply Conditional Formatting
- Add Data Validation Criteria
- Update a Workbook's Properties
- Modify Excel's Default Settings

Collaborating with Others

- Protect Files
- Share a Workbook
- Set Revision Tracking
- Review Tracked Revisions
- Merge Workbooks
- Administer Digital Signatures
- Restrict Document Access

Auditing Worksheets

- Trace Cells
- Troubleshoot Errors in Formulas
- Troubleshoot Invalid Data and Formulas
- Watch and Evaluate Formulas
- Create a Data List Outline

Analyzing Data

- Create a Trendline
- Create Scenarios
- Perform What-If Analysis
- Perform Statistical Analysis with the Analysis ToolPak

Working with Multiple Workbooks

- Create a Workspace
- Consolidate Data
- Link Cells in Different Workbooks
- Edit Links

Importing and Exporting Data

- Export Excel Data
- Import a Delimited Text File

Using Excel with the Web

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

Structuring Workbooks with XML

- Develop XML Maps
- Import and Export XML Data