



## Microsoft® Office Excel® 2007: Level 3

**Course Objective:** 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.

**Target Student:** 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.

**Prerequisites:** To ensure your success, we recommend you first take the following Element K courses or have equivalent knowledge:

- Microsoft® Office Excel® 2007 Level 1
- Microsoft® Office Excel® 2007 Level 2

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

### Course Content

#### 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