



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 analyse 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 Pitman courses or have equivalent knowledge:

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

Course Content

Lesson 1: Streamlining Workflow

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

Lesson 2: Collaborating with Others

Protect Files
Password protect Workbooks
Set Revision Tracking
Review Tracked Revisions

Lesson 3: Auditing Worksheets

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

Lesson 4: Analysing Data

Create a Trendline
Create Scenarios
Perform What-If Analysis

Lesson 5: Working with Multiple Workbooks

Consolidate Data
Link Cells in Different Workbooks
Edit Links

Lesson 6: Importing and Exporting Data

Export Excel Data
Import a Delimited Text File
Import Data from the Web