

Microsoft Office Excel 2007: Level 3

Objectives: 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

Designed for: This course was designed for learners desiring to gain the skills necessary to create macros, analyze and audit worksheets, work with multiple workbooks and import and export data

Pre-requisites: To ensure your success, we recommend you first take the following Element K courses or have equivalent knowledge: Excel 2007: Level 1 and 2; Windows: Introduction.

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

Duration: 6 hours

Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

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