

Microsoft Office Excel 2010: Level 3

Objectives: You will automate some common Excel tasks, apply advanced analysis techniques to more complex data sets, troubleshoot errors, collaborate on worksheets, and share Excel data with other applications.

Designed for: This course was designed for people 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.

Prerequisites: To ensure your success, we recommend that you first take Microsoft Office Excel 2010: Level 1 and Microsoft Office Excel 2010: Level 2

Course Content:

Streamlining Workflow

- Update Workbook Properties
- Create a Macro
- Edit a Macro
- Apply Conditional Formatting
- Add Data Validation Criteria

Collaborating with Other Users

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

Auditing Worksheets

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

Analyzing Data

- Create a Trendline
- Create Sparklines
- Create Scenarios
- Perform a What-If Analysis
- Perform a 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

Integrating Excel Data 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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