

Microsoft Excel 2010 Level 3

Overview

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

Your training in and use of Microsoft Office Excel 2010 has provided you with a solid foundation in the basic and intermediate skills for working in Excel. You have used Excel to perform tasks such as running calculations on data and sorting and filtering numeric data. In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Excel by automating some common tasks, applying advanced analysis techniques to more complex data sets, collaborating on worksheets with others, and sharing Excel data with other applications.

Prerequisites

- Create, edit and format spreadsheets
- Navigate within worksheets and books
- Use Insert Function to create built-in functions
- Work with absolute references
- Create named ranges
- Create Tables within excel
- Insert SmartArt graphics
- Work with Themes
- Sort and filter data
- Open and navigate in a Word document
- Browse the Internet

Delegates will learn how to

- Enhance productivity and efficiency by streamlining your workflow.
- Collaborate with others using workbooks.
- Audit worksheets.

- Analyse data.
- Work with multiple workbooks
- Import and export data.
- Use Excel with the web.
- Structure workbooks with XML

Course Outline

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

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 3C: Troubleshoot Invalid Data and Formula Errors
- 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 Sparklines

- Topic 4C: Create Scenarios
- Topic 4D: Perform What-If Analysis

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