

Excel 2003: Advanced

Course length: 1.0 day(s)

Course Description: You have used Microsoft® Office Excel 2003 to perform tasks such as running calculations on data and sorting and filtering numeric data. You would now like to automate some common tasks, apply advanced analysis techniques to more complex data sets, collaborate on worksheets with others, and share Excel data with other applications. In this course, you will do all of these things.

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, create PivotTables and PivotCharts, incorporate multiple data sources, and import and export data. In addition, the course is also for students desiring to prepare for the Microsoft Office Specialist exam in Excel 2003 or Module 2-Key Applications of the Internet and Computing Core Certification (IC3) exam, 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 courses:

- ◆ Microsoft® Office Excel 2003: Introduction
- ◆ Microsoft® Office Excel 2003: Intermediate

Performance-based Objectives: Upon successful completion of this course, students will be able to:

- ◆ Customize workbooks.
- ◆ Collaborate with others using workbooks.
- ◆ Audit worksheets.
- ◆ Analyze data.
- ◆ Work with multiple workbooks.
- ◆ Import and export data.
- ◆ Structure workbooks with XML.

If you have any questions about this course, please call CompuTrain at (713) 349-9186.

Course Content

Lesson 1: Streamlining Workflow

- Create a Macro
- Edit a Macro
- Customize Access to Excel Commands
- Apply Conditional Formatting
- Add Data Validation Criteria
- Update a Workbook's Properties
- Modify Excel's Default Settings

Lesson 2: Collaborating with Others

- Protect Files
- Share a Workbook
- Set Revision Tracking
- Review Tracked Revisions
- Merge Workbooks
- Adjust Macro Settings
- Administer Digital Signatures

Lesson 3: Auditing Worksheets

- Trace Cell Precedents
- Trace Cell Dependents
- Locate Errors in Formulas
- Locate Invalid Data and Formulas
- Watch and Evaluate Formulas
- Group and Outline Data

Lesson 4: Analyzing Data

- Create a Trendline
- Create Scenarios
- Perform What-If Analysis
- Develop a PivotTable® Report
- Develop a PivotChart® Report
- Perform Statistical Analysis with the Analysis ToolPak

Lesson 5: Working with Multiple Workbooks

- Create a Workspace
- Consolidate Data
- Link Cells in Different Workbooks
- Edit Links

Lesson 6: Importing and Exporting Data

- Export to Microsoft Word
- Import a Word Table
- Import Text Files

Lesson 7: Structuring XML Workbooks

- Develop XML Maps
- Import, Add, and Export XML Data
- Manage XML Workbooks
- Apply XML View Options

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