



## MS EXCEL 2010 - LEVEL 3

### OVERVIEW

In this course students 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.

### Duration - 1 Day

### OBJECTIVES

Upon successful completion of this course, students will be able to: - enhance productivity and efficiency by streamlining your workflow. - collaborate with others using workbooks. - audit worksheets. - analyze data. - work with multiple workbooks. - import and export data. - use Excel with the web. - structure workbooks with XML

### WHO SHOULD ATTEND?

This course was designed for students 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.

### PREREQUISITE COMMENTS:

Students enrolling in this class should have experience working in Excel, creating, editing, and managing workbooks.

### SUMMARY CONTENT

#### Lesson 1:

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

#### Lesson 2:

- Collaborating with Others
- Protect Files
- Share a Workbook



Set Revision Tracking  
Review Tracked Revisions  
Merge Workbooks  
Administer Digital Signatures  
Restrict Document Access

**Lesson 3:**

Auditing Worksheets  
Trace Cells  
Troubleshoot Errors in Formulas  
Watch and Evaluate Formulas  
Create a Data List Outline

**Lesson 4:**

Analyzing Data  
Create a Trendline  
Create Sparklines  
Create Scenarios  
Perform What-If Analysis  
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 Excel Data  
Import a Delimited Text File

**Lesson 7:**

Using Excel with the Web  
Publish a Worksheet to the Web  
Import Data from the Web  
Create a Web Query  
Lesson 8: Structuring Workbooks with XML  
Develop XML Maps  
Import and Export XML Data