

Course ID

M-EXCEL03L3

Course Duration

1 day

Related Courses

Course Title

Microsoft Office Excel 2003: Level 3

Aimed At

Those with intermediate level of skill in Excel 2003 who wish to study its more advanced features or who wish to prepare for the Microsoft Office Specialist examination in Excel 2003 or Module 2, Key Applications of the Internet and Computing Core Certification (IC3) examination.

Group Size

5-15

Prerequisites

- Microsoft Office Excel 2003: Level 1 (M-EXCEL03L1, 1 day)
- Microsoft Office Excel 2003: Level 2 (M-EXCEL03L2, 1 day)

Course in a Nutshell

The previous two course of this three-course series have taught you how to perform tasks such as performing calculations and sorting and filtering data. In this course, we will show you how to automate some common Excel tasks with macros, audit worksheet data, apply advanced analysis techniques to more complex data sets (including what-if analysis, PivotTables, and PivotCharts), collaborate on worksheets with others, share Excel data with other applications, import and export data, and structure XML workbooks.

This course is one of a series of courses aimed at helping you master the Microsoft Office Specialist (MOS) skill sets. MOS certification is a globally recognized standard for demonstrating expertise in specific Microsoft products. Certification candidates must pass one or more product proficiency examinations to earn Office Specialist certification.

Customize It!

Customize this course to your specific background and job requirements at little-to-no additional cost. We'll tailor the topics included in the course, the emphasis each topic receives, the pace of coverage, and the choice of hands-on exercises to suit your particular needs. If you have an interest in a particular area, let us know, so we can be sure to address it.

Learn How To Upon successful completion of this course, students will be able to:

- Customize workbooks
- Create and edit macros
- Collaborate with others using workbooks
- Audit worksheets
- Analyze complex data
- Work with multiple workbooks
- Import and export data
- Structure workbooks with XML

**Course
Outline**

Lesson 1: Streamlining Workflow

- Topic 1A: Create a Macro
- Topic 1B: Edit a Macro
- Topic 1C: Customize Access to Excel Commands
- Topic 1D: Apply Conditional Formatting
- Topic 1E: Add Data Validation Criteria
- Topic 1F: Update a Workbook's Properties
- Topic 1G: Modify Excel's Default Settings

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: Adjust Macro Settings
- Topic 2G: Administer Digital Signatures

Lesson 3: Auditing Worksheets

- Topic 3A: Trace Cell Precedents
- Topic 3B: Trace Cell Dependents
- Topic 3C: Locate Errors in Formulas
- Topic 3D: Locate Invalid Data and Formulas
- Topic 3E: Watch and Evaluate Formulas
- Topic 3F: Group and Outline Data

Lesson 4: Analyzing Data

- Topic 4A: Create a Trendline
- Topic 4B: Create Scenarios
- Topic 4C: Perform What-If Analysis
- Topic 4D: Develop a PivotTable® Report
- Topic 4E: Develop a PivotChart® Report

- Topic 4F: Perform Statistical Analysis with the Analysis ToolPak

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 to Microsoft Word
- Topic 6B: Import a Word Table
- Topic 6C: Import Text Files

Lesson 7: Structuring XML Workbooks

- Topic 7A: Develop XML Maps
- Topic 7B: Import, Add, and Export XML Data
- Topic 7C: Manage XML Workbooks
- Topic 7D: Apply XML View Options

Lab Requirements

Hardware Requirements: This course requires a computer for each student as well as one for the instructor. The computers should have the following minimum configuration:

- A 233 MHz Pentium-class processor if you use Windows XP Professional as your operating system; 300 MHz is recommended.
- A 133 MHz Pentium-class processor if you use Windows 2000 Professional as your operating system.
- 128 MB of RAM.
- A 5 GB hard disk or larger if you use Windows XP Professional as your operating system. You should have at least 600 MB free hard-disk space available for the Office installation.
- A 3 GB hard disk or larger if you use Windows 2000 Professional as your operating system. You should have at least 600 MB free hard-disk space available for the Office installation.
- A floppy-disk drive.
- A mouse or other pointing device.
- An 800 x 600 resolution monitor.
- Network cards and cabling for local network access.
- Internet access (see your local network administrator).
- A printer (optional).
- A projection system to display the instructor's computer screen.

Platform and Software Requirements:

- Platform: Microsoft Windows.
- Either Windows XP Professional with Service Pack 1, or Windows 2000 Professional with Service Pack 3.
- Microsoft® Office Professional Edition 2003.

How You Will Learn

- An experienced I/T professional will teach this class in workshop (interactive lecture/lab) format.
- Hands-on exercises will help you understand each topic and make a bridge from theory to application.
- The instructor will offer real-life examples, applications, and case studies to enrich the class and drive home the essential points.
- You'll learn dos and don'ts, both the tricks of the trade as well as the hidden pitfalls.
- The participant handbooks will provide you with a structure to which you can add information and insight provided in real-time, turning it into a valuable reference resource you can take back to your job.

Revised

July30, 2006