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Learning Solutions



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Microsoft Office Excel 2010: Level 3

Course length: 8 hours

Course Objective: 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.

Prerequisites: To ensure your success, we recommend that you first take the following Element K courses or have equivalent knowledge:

- Microsoft® Office Excel® 2010: Level 1 & Microsoft® Office Excel® 2010: Level 2

Course Objectives

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

- enhance productivity and efficiency by streamlining the workflow.
- collaborate with other workbook users.
- audit worksheets.
- analyze data.
- work with multiple workbooks.
- import and export data.
- integrate Excel data with the web.
- structure workbooks with XML.

Course Content

Lesson 1: Streamlining Workflow

- Topic 1A: Update Workbook Properties
- Topic 1B: Create a Macro
- Topic 1C: Edit a Macro
- Topic 1D: Apply Conditional Formatting
- Topic 1E: Add Data Validation Criteria

Lesson 2: Collaborating with Other Users

- 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 3B: Troubleshoot Invalid Data and Formula Errors
- Topic 3C: Watch and Evaluate Formulas
- Topic 3D: 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 a What-If Analysis
- Topic 4E: Perform a 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 Excel Data
- Topic 6B: Import a Delimited Text File

Lesson 7: Integrating Excel Data 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

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