



Microsoft® Office Excel 2003: Level 3

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.

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.

Course Content

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