

## Course Outline

- Course Objective:** 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; and Structure workbooks with XML.
- 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.
- Prerequisites:** Basic working knowledge of Excel 2003 including how to create, edit, format, and print worksheets that include charts and sorted and filtered data.

## Course Content

### 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

### 2. Collaborating with Others

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

### 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

### 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

### 5. Working with Multiple Workbooks

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

### 6. Importing and Exporting Data

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

### 7. Structuring XML Workbooks

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