

Course Outline

- Course Objective:** 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 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, incorporate multiple data sources, and import and export data.
- Prerequisites:** To ensure your success, we recommend that you first take Microsoft® Office Excel® 2010: Level 1 and Microsoft® Office Excel® 2010: Level 2 or have equivalent knowledge.

Course Content

1. Streamlining Workflow

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

2. Collaborating with Other Users

- Protect Files
- Share a Workbook
- Set Revision Tracking
- Review Tracked Revisions
- Merge Workbooks
- Administer Digital Signatures
- Restrict Document Access

3. Auditing Worksheets

- Trace Cells
- Troubleshoot Invalid Data and Formula Errors
- Watch and Evaluate Formulas
- Create a Data List Outline

4. Analyzing Data

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

7. Integrating Excel Data with the Web

- Publish a Worksheet to the Web
- Import Data from the Web
- Create a Web Query

8. Structuring Workbooks with XML

- Develop XML Maps
- Import and Export XML Data