HAWTHORN Training
Accelerate your workforce

Course Outline

Course Objective: Upon successful completion of this course, students will be able to: increase productivity and improve efficiency by streamlining your workflow; collaborate with others using workbooks; audit worksheets; analyze data; work with multiple workbooks; import and export data; use Excel 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. In addition, the course is also for students desiring to prepare for the Microsoft Certified Application Specialist exam in Microsoft® Office Excel® 2007.

Prerequisites: Basic working knowledge of Excel 2007 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
   - 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
   - Administer Digital Signatures
   - Restrict Document Access

3. **Auditing Worksheets**
   - Trace Cells
   - Troubleshoot Errors in Formulas
   - Troubleshoot Invalid Data and Formulas
   - Watch and Evaluate Formulas
   - Create a Data List Outline

4. **Analyzing Data**
   - Create a Trendline
   - Create Scenarios
   - Perform What-If Analysis
   - 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 Excel Data
   - Import a Delimited Text File

7. **Using Excel 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