HAWTHORN Training
Accelerate your workforce

Course Outline

Course Objective: In this course you will create and edit macros, apply conditional formatting and data validation, audit worksheets, analyze data, consolidate data across worksheets and import and export Excel data.

Target Student: This course is intended for a student who has experience working with Excel and would like to learn more about creating macros, working with shared documents, analyzing data, and auditing worksheets.

Prerequisites: To ensure your success, you will need to have a comfort level with the basic skills of Excel like entering data, working with data, using functions, and working with formulas.

Course Content

1. **Automating Worksheet Functionality**

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

2. **Auditing Worksheets**

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

3. **Analyzing and Presenting Data**

   ➢ Create Sparklines
   ➢ Create Scenarios
   ➢ Perform a What-If Analysis
   ➢ Perform a Statistical Analysis with the Analysis ToolPak
   ➢ Create Interactive Data with Power View

4. **Working with Multiple Workbooks**

   ➢ Consolidate Data
   ➢ Link Cells in Different Workbooks
   ➢ Merge Workbooks

5. **Exporting Excel Data**

   ➢ Export Excel Data
   ➢ Import a Delimited Text File
   ➢ Integrate Excel Data with the Web
   ➢ Create a Web Query

6. **Appendix A**

   ➢ Importing and Exporting XML Data