



Microsoft® Office Excel® 2007: Level 3 (Second Edition)

Course Overview

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, and who already have knowledge of the basics of Excel, including how to create, edit, format, and print worksheets that include charts and sorted and filtered data. Participant 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.

Course Details

Class Duration	1 day
Course Price	\$200 per student. Special group pricing available.
Course Materials Provided	Student manual

Prerequisites

Before starting this course, students are recommended to take the following course or have equivalent knowledge:

- Microsoft® Office Excel® 2007: Level 1
- Microsoft® Office Excel® 2007: Level 2

Instructor

Your class is only as good as your instructor! In our industry, a very small percentage of people have both excellent teaching skills and technical experience. Pinnacle ProDev LLC hand picks a very limited number of instructors who have both of these abilities, as well as share our teaching philosophy. Generally, we've known these people for several years, and seen firsthand their classroom abilities. You'll quickly find that our instructors have not only great communications skills, but also a genuine interest in helping their participants succeed.

Pinnacle Professional Development LLC

www.pinnacleprodev.com

37510 Sienna Oaks Drive

New Baltimore, Michigan 48047 USA

info@pinnacleprodev.com

586-295-2519



Microsoft® Office Excel® 2007: Level 3 (Second Edition) Course Outline

Lesson 1: Streamlining Workflow

- **Topic 1A:** Create a Macro
- **Topic 1B:** Edit a Macro
- **Topic 1C:** Apply Conditional Formatting
- **Topic 1D:** Add Data Validation Criteria
- **Topic 1E:** Update a Workbook's Properties
- **Topic 1F:** 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:** Administer Digital Signatures
- **Topic 2G:** Restrict Document Access

Lesson 3: Auditing Worksheets

- **Topic 3A:** Trace Cells
- **Topic 3B:** Troubleshoot Errors in Formulas
- **Topic 3C:** Troubleshoot Invalid Data and Formulas
- **Topic 3D:** Watch and Evaluate Formulas
- **Topic 3E:** Create a Data List Outline

Lesson 4: Analyzing Data

- **Topic 4A:** Create a Trendline
- **Topic 4B:** Create Scenarios
- **Topic 4C:** Perform What-If Analysis
- **Topic 4D:** 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 Excel Data
- **Topic 6B:** Import a Delimited Text File

Lesson 7: Using Excel with the Web

- **Topic 7A:** Publish a Worksheet to the Web
- **Topic 7B:** Import Data from the Web
- **Topic 7C:** Create a Web Query

Lesson 8: Structuring Workbooks with XML

- **Topic 8A:** Develop XML Maps
- **Topic 8B:** Import and Export XML Data

Appendix A: Microsoft Office Specialist Program

Pinnacle Professional Development LLC

www.pinnacleprodev.com

37510 Sienna Oaks Drive

New Baltimore, Michigan 48047 USA

info@pinnacleprodev.com

586-295-2519