

Excel, Level III

Course Specifications

Course Length: 1 day
Prerequisites: Excel, Level II or equivalent knowledge.
Course Cost: \$160.00.

What's in Excel, Level III?

This courseware is a continuation of the Microsoft Excel 2002 – Level 2 courseware, in which you gained more knowledge as a proficient user of Excel. You will begin with a review of these intermediate subject areas and then move to more advanced topics, such as understanding how to link workbooks together, consolidate information from different worksheets, create a database, create and use Pivot Tables, use pick lists and data validation, importing and exporting data with other applications, and more.

Course Content

Lesson 1:

Templates & Validating Data

Using Templates

- Using Existing Templates
- Creating Templates
- Editing Templates
- Deleting Templates

Validating Data

Using Pick Lists

Lesson 2:

Managing Your Workbooks

Customizing Toolbars

- Choosing Different Toolbars
- Moving and Reshaping Toolbars
- Add, Delete and Modify toolbar Icons
- Creating a Custom Toolbar or Menu

Opening a File Automatically

Using AutoRecover

Saving a Workspace

Auditing a Worksheet

- Error Checking Tool
- Manual Checking and Displaying Formulas
- Go To Special Cells
- Tracing Worksheet Errors

Protecting Your Spreadsheets

Lesson 3:

Using Analysis Tools

Using the Goal Seeking Tool

Using the Solver

Using a Data Table

- Single Variable Data Tables
- Two-variable Data Table
- Multiple Formulas in a Data Table

Using Trendlines

Using PivotTables

- Creating a PivotTable or Chart
- Using AutoFormat
- Modifying Field Positions
- Modifying Data Field Options
- Creating a Web Page with a PivotTable

Working with Scenarios

- Creating Scenarios
- Using Scenarios

- Creating Scenario Summaries

Lesson 4:

Collaborating with Others

Looking at Workgroup Functions

- Changing and Displaying Workbook Properties

Linking Worksheets & Workbooks

- Creating Linked Workbooks
- Managing the Links
- Removing the Links

Consolidating Data

- Some Considerations

Sharing Workbooks

- Creating a Shared Workbook
- Resolving Conflicts
- Tracking Changes
- Showing History of Changes
- Removing Shared Use of Workbooks

Merging Workbooks

Lesson 5:

Importing and Exporting Data

Exporting Data

- Exporting Data as a Text File
- Saving as Web Page
- Creating an XML Data File

Importing Data

- Importing Text Files
- Importing from Other Applications
- Importing Using a Web Query
- Importing an XML Data File From the Web
- Importing a Dynamic XML Data File

Lesson 6:

Using Macros & Custom Forms

Using Macros in Excel

- Creating and Using a Macro
- Opening a Workbook Containing a Macro
- Editing a Macro
- Adding Macros to Toolbars

Creating Forms with Controls

- Adding Controls to a Worksheet
- Spin Buttons, Scroll Bars
- Check Boxes, Option Buttons

- List Boxes, Combo Boxes
- Formatting the Form