



Microsoft Office Excel 2007: Level 3

MSOF-535

Course Description:

This course is designed to provide students with the knowledge and skills to apply some of the more specialized and advanced capabilities of Excel by automating some common tasks, applying advanced analysis techniques to more complex data sets, collaborating on worksheets with others, and sharing Excel data with other applications.

This course is instructor-led, group-paced, classroom-delivered with structured hands-on activities.

This course is one of a series of courseware titles that addresses Microsoft Certified Application Specialist (Microsoft Business Certification) skill sets. The Microsoft Certified Application Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Microsoft Certified Application Specialist certification.

Course Objectives:

Upon completion of the course, students will be able to:

- Increase productivity and improve efficiency by streamlining your workflow
- Collaborate with others using workbooks
- Audit worksheets
- Analyze data
- Describe the steps for using multiple workbooks
- Import and export data
- Describe the features of Excel that are usable the Web
- Structure workbooks with XML

Prerequisites:

- MSOF-525 Microsoft Office Excel 2007: Level 1 or equivalent knowledge
- MSOF-530 Microsoft Office Excel 2007: Level 2 or equivalent knowledge

Audience:

- Microsoft Excel Users

Course Duration:

1 Day

Course Topics:

I. 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

II. Collaborating with Others

- Protect files
- Share a workbook
- Set revision tracking
- Review tracked revisions
- Merge workbooks
- Administer digital signatures
- Restrict document access

III. Auditing Worksheets

- Trace cells
- Troubleshoot errors in formulas
- Troubleshoot invalid data and formulas
- Watch and evaluate formulas
- Create a data list outline

IV. Analyzing Data

- Create a trendline
- Create scenarios
- Perform what-if analysis
- Perform statistical analysis with the analysis ToolPak

V. Working with Multiple Workbooks

- Create a workspace
- Consolidate data
- Link cells in different workbooks
- Edit links

VI. Importing and Exporting Data

- Export Excel data

- Import a delimited text file

VII. Using Excel with the Web

- Publish a worksheet to the Web
- Import data from the Web
- Create a Web query

VIII. Structuring Workbooks with XML

- Develop XML maps
- Import and export XML data