

**Course Description:** Your training in and use of Microsoft® Office Excel® 2007 has provided you with a solid foundation in the basic and intermediate skills for working in Excel. You have used Excel to perform tasks such as running calculations on data and sorting and filtering numeric data. In this course, you will extend your knowledge into 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.

**Who Should Attend:** 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.

**Prerequisites:** To ensure your success, we recommend you first take the following courses or have equivalent knowledge Microsoft® Office Excel® 2007 Level 1 and Microsoft® Office Excel® 2007 Level 2.

**Benefits of Attendance:** Upon 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.
- Structure workbooks with XML.

### Course Outline:

#### 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

#### Collaborating with Others

Protect Files  
Share a Workbook  
Set Revision Tracking  
Review Tracked Revisions  
Merge Workbooks  
Administer Digital Signatures  
Restrict Document Access

#### Auditing Worksheets

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

#### Analyzing Data

Create a Trendline  
Create Scenarios  
Perform What-If Analysis  
Perform Statistical Analysis with the Analysis ToolPak

#### Working with Multiple Workbooks

Create a Workspace  
Consolidate Data  
Link Cells in Different Workbooks  
Edit Links

#### Importing and Exporting Data

Export Excel Data  
Import a Delimited Text File

#### Using Excel with the Web

Publish a Worksheet to the Web  
Import Data from the Web  
Create a Web Query

#### Structuring Workbooks with XML

Develop XML Maps  
Import and Export XML Data

#### Appendix A: Microsoft Office Specialist Program