



## **Microsoft Excel 2007: Advanced**

**Overview:** Students 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.

**Prerequisites:** Excel 2007 Intermediate or equivalent knowledge.

**Course Length:** One Day

### **Course Content**

#### **Lesson 1: 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

#### **Lesson 2: Collaborating with Others**

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

#### **Lesson 3: Auditing Worksheets**

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

#### **Lesson 4: Analyzing Data**

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



## **Lesson 5: Working with Multiple Workbooks**

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

## **Lesson 6: Importing and Exporting Data**

- Export Excel Data
- Import a Delimited Text File

## **Lesson 7: Using Excel with the Web**

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

## **Lesson 8: Structuring Workbooks with XML**

- Develop XML Maps
- Import and Export XML Data

## **Appendix A: Microsoft Office Specialist Program**