



Microsoft Office Excel 2010: Advanced

Overview: Students will automate some common Excel tasks, apply advanced analysis techniques to more complex data sets, troubleshoot errors, collaborate on worksheets, and share Excel data with other applications.

Prerequisites: Students should be comfortable using intermediate features of Excel 2010.

Course Length: One Day

Lesson 1: Streamlining Workflow

- Update Workbook Properties
- Create and Edit Macros
- Apply Conditional Formatting
- Add Data Validation Criteria

Lesson 2: Collaborating with Other Users

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

Lesson 3: Auditing Worksheets

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

Lesson 4: Analyzing Data

- Create a Trendline
- Create Sparklines and Scenarios
- Perform a What-If Analysis
- Perform a 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: Integrating Excel Data 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