

Microsoft® Office Excel 2010: Level 3

Training Course Content

Course Objectives: Students will automate tasks with macros, use advanced analysis tools with more complex data sets, collaborate on worksheets in a team environment, and share Excel data with other applications.

Prerequisites: To ensure your success, we recommend that you have experience with performing complex calculations, intermediate level functions, charting, and data filtering. Students can obtain this level of skill through our Level 1 and 2 courses.

What's New in 2010: Create new visual reports using Sparklines, which are cell-sized graphs used to display an entire data range within one cell. Sparklines can then be autofilled for quick and easy comparative analysis. Conditional Formatting gives users more options with icon sets and data bars.

Delivery Method: Instructor-led, group-paced, hands-on classroom training with activities. Additionally, manuals are provided for each student for after class reference.

Lesson 1: Streamlining Workflow

Topic 1A: Create a Macro
Topic 1B: Edit a Macro
Topic 1C: Combine Macros
Topic 1D: Intro to VBA Code
Topic 1E: Options to Run a Macro

Lesson 2: Collaborating with Others

Topic 2A: Protect Data in a Workbook
Topic 2B: Restrict Document Access
Topic 2C: Share a Workbook
Topic 2D: Track Changes: Set and Review
Topic 2E: Merge Workbook

Lesson 3: Auditing Worksheets

Topic 3A: Trace Cells
Topic 3B: Troubleshoot Errors in Formulas
Topic 3C: Formulas and Error Options
Topic 3D: Create a Watch Window
Topic 3E: Remove Duplicates

Lesson 4: Analysis Tools and Add-Ins

Topic 4A: Conditional Formatting
Topic 4B: Create Sparklines
Topic 4C: Perform What-If Analysis
Topic 4D: Solver Add-In

Lesson 5: Managing Data

Topic 5A: Create a Data List Outline
Topic 5B: Consolidate Data
Topic 5C: Data Validation
Topic 5D: Convert Text to Columns
Topic 5E: Link Cells in Different Workbooks

Lesson 6: Importing and Exporting Data

Topic 6A: Import a Text or CSV File
Topic 6B: Import Data from the Web
Topic 6C: Export Excel Data
Topic 6D: Publish a Worksheet to the Web
Topic 6E: User Created Templates