

## Microsoft® Office Excel® 2010: Level 3

**Course Description:** In this course, 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.

**Course Objective:** Upon successful completion of this course, students will be able to:

- enhance productivity and efficiency by streamlining the workflow.
- collaborate with other workbook users.
- audit worksheets.
- analyze data.
- work with multiple workbooks.
- import and export data.
- integrate Excel data with the web.
- structure workbooks with XML.

**Prerequisites:** To ensure your success, we recommend that you first take the following Element K courses or have equivalent knowledge:

- *Microsoft® Office Excel® 2010: Level 1*
- *Microsoft® Office Excel® 2010: Level 2*

## Course Content

### Lesson 1: Streamlining Workflow

**Topic 1A:** Update Workbook Properties

**Topic 1B:** Create a Macro

**Topic 1C:** Edit a Macro

**Topic 1D:** Apply Conditional Formatting

**Topic 1E:** Add Data Validation Criteria

### Lesson 2: Collaborating with Other Users

**Topic 2A:** Protect Files

**Topic 2B:** Share a Workbook

**Topic 2C:** Set Revision Tracking

**Topic 2D:** Review Tracked Revisions

**Topic 2E:** Merge Workbooks

**Topic 2F:** Administer Digital Signatures

**Topic 2G:** Restrict Document Access

### Lesson 3: Auditing Worksheets

**Topic 3A:** Trace Cells

**Topic 3B:** Troubleshoot Invalid Data and Formula Errors

**Topic 3C:** Watch and Evaluate Formulas

**Topic 3D:** Create a Data List Outline

### Lesson 4: Analyzing Data

**Topic 4A:** Create a Trendline

**Topic 4B:** Create Sparklines

**Topic 4C:** Create Scenarios

**Topic 4D:** Perform a What-If Analysis

**Topic 4E:** Perform a Statistical Analysis with the Analysis ToolPak

**Lesson 5: Working with Multiple Workbooks**

**Topic 5A:** Create a Workspace

**Topic 5B:** Consolidate Data

**Topic 5C:** Link Cells in Different Workbooks

**Topic 5D:** Edit Links

**Lesson 6: Importing and Exporting Data**

**Topic 6A:** Export Excel Data

**Topic 6B:** Import a Delimited Text File

**Lesson 7: Integrating Excel Data with the Web**

**Topic 7A:** Publish a Worksheet to the Web

**Topic 7B:** Import Data from the Web

**Topic 7C:** Create a Web Query

**Lesson 8: Structuring Workbooks with XML**

**Topic 8A:** Develop XML Maps

**Topic 8B:** Import and Export XML Data