



Microsoft® Excel (Level 3)

Description: This Advanced level is intended to help everyday users of Excel present their data in more effective ways using PivotTables and PivotCharts. Users will also learn about advanced analysis tools like the Scenario Manager, goal seek, Solver, PowerPivot, and advanced functions. Highlights of the course include a solid introduction to creating PivotTables with PowerPivot, coverage of advanced financial functions, hands-on practice with VLOOKUP, and extensive coverage of PivotTables and PivotCharts.

Lesson 1: Streamlining Workflow

- Update Workbook Properties
- Create a Macro
- Edit a Macro
- Apply Conditional Formatting
- Add Data Validation Criteria

Lesson 2: Collaborating with Other Users

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

Lesson 4: Analyzing Data

- Create a Trend line
- Create Spark lines
- Create 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
- Import and Export XML Data

Lesson 7: Integrating Excel Data with the Web

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