



Microsoft Excel 2003: Advanced

Overview: Students will learn to create macros, collaborate with others, audit and analyze worksheet data, create PivotTables and PivotCharts, incorporate multiple data sources, and import and export data.

Prerequisites: Microsoft Excel 2003 Intermediate or equivalent knowledge.

Course Length: One Day

Course Content

Lesson 1: Streamlining Workflow

- Create a Macro
- Edit a Macro
- Customize Access to Excel Commands
- 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
- Adjust Macro Settings
- Administer Digital Signatures

Lesson 3: Auditing Worksheets


- Trace Cell Precedents
- Trace Cell Dependents
- Locate Errors in Formulas
- Locate Invalid Data and Formulas
- Watch and Evaluate Formulas
- Group and Outline Data

Lesson 4: Analyzing Data

- Create a Trendline
- Create Scenarios
- Perform What-If Analysis
- Develop a PivotTable® Report
- Develop a PivotChart® Report
- 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 to Microsoft Word
Import a Word Table
Import Text Files

Lesson 7: Structuring XML Workbooks

Develop XML Maps
Import, Add, and Export XML Data
Manage XML Workbooks
Apply XML View Options