The Office Wiz
Training, Consulting and Support Services
(303) 330-0565
Theofficewiz@prodigy.net
www.theofficewiz.biz

COURSE DESCRIPTION FOR
MICROSOFT® OFFICE EXCEL® 2010: LEVEL 3

Looking to become an Excel expert? Don't miss this last course in the essential core series. You'll master advanced techniques to analyze data, streamline procedures and share workbooks with others. Specifically learn to:

- Increase productivity and improve efficiency by streamlining your workflow.
- Collaborate with others using workbooks.
- Audit worksheets.
- Analyze data.
- Work with multiple workbooks.
- Import and export data.
- Use Excel with the web.
- Structure workbooks with XML.

LENGTH

Approximately eight hours. Recommend two four hour sessions.

PREREQUISITES

Excel: Levels 1 and 2 or equivalent knowledge. You should also have a good understanding of basic Microsoft Windows, file management and personal computers.

SPECIFIC CLASS CONTENT

Lesson 1: Streamlining Workflow
Update a Workbook's Properties
Create a Macro
Edit a Macro
Apply Conditional Formatting
Add Data Validation Criteria

Lesson 2: Collaborating with Others
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 Trendline
Create Sparklines
Create Scenarios
Perform What-If Analysis
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 Excel Data
Import a Delimited Text File

Lesson 7: Using Excel 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

COURSEWARE

Elementk student textbook.

NECESSARY SOFTWARE AND HARDWARE (AS RECOMMENDED BY ELEMENTK)

- A 1 GHz Pentium-class processor or faster.
- A minimum of 256 MB of RAM. 512 MB of RAM is recommended.
- A 10 GB hard disk or larger. You should have at least 1 GB of free hard disk space available for the Office installation.
- A CD-ROM drive.
- A keyboard and mouse or other pointing device.
- A 1024 x 768 resolution monitor is recommended.

- Network cards and cabling for local network access.
- Internet access (contact your local network administrator).
- Windows XP Professional with SP2 and Windows Server 2003 with SP1, Standard or Enterprise edition.
- Microsoft Office Professional Plus 2010 Edition.
- Microsoft Office Suite Service Pack 1.
- Windows XP Professional with Service Pack 2.
- Windows Rights Management Services (RMS) Client.