



Excel 2007 - Advanced Level

Full Day: In this course you will automate some common Excel tasks, apply advanced analysis techniques to more complex data sets, collaborate on worksheets with others, and share Excel data with other applications.

Streamlining Workflow

- Create a Macro
- Edit a Macro
- Apply Conditional Formatting
- Add Data Validation Criteria
- Update a Workbook's Properties
- Modify Excel's Default Settings

Collaborating with Others

- Protect Files
- Share a Workbook
- Set Revision Tracking
- Review Tracked Revisions
- Merge Workbooks
- Administer Digital Signatures
- Restrict Document Access

Auditing Worksheets

- Trace Cells
- Troubleshoot Errors in Formulas
- Troubleshoot Invalid Data and Formulas
- Watch and Evaluate Formulas
- Create a Data List Outline

Analyzing Data

- Create a Trendline
- Create Scenarios
- Perform What-If-Analysis
- Perform Statistical Analysis with the Analysis ToolPak

Working with Multiple Workbooks

- Create a Workspace
- Consolidate Data
- Link Cells in Different Workbooks
- Edit Links

Importing and Exporting Data

- Export Excel Data
- Import a Delimited Text File

Using Excel with the Web

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