



CENTRAL PIEDMONT COMMUNITY COLLEGE

CORPORATE & CONTINUING EDUCATION

Course Number: DPT8035
Course Title: Microsoft Excel, Level III
Course Hours: 7 hours

Last Revised On: 6/30/08

Description:

Students will learn how to automate some common tasks in Excel, apply advanced analysis techniques to more complex data sets, collaborate on worksheets with others, and share Excel data with other applications.

Objectives:

- Customize workbooks.
- Collaborate with others using workbooks
- Audit worksheets.
- Analyze data.
- Work with multiple workbooks
- Import and export data.
- Structure workbooks with XML.

Content:

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

2. Collaborating with Others
 - Protect Files
 - Share a Workbook
 - Set Revision Tracking
 - Review Tracked Revisions
 - Merge Workbooks
 - Adjust Macro Settings
 - Administer Digital Signatures



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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

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

5. Working with Multiple Workbooks
 - Create a Workspace
 - Consolidate Data
 - Link Cells in Different Workbooks
 - Edit Links

6. Importing and Exporting Data
 - Export to Microsoft Word
 - Import a Word Table
 - Import Text Files

7. Structuring XML Workbooks
 - Develop XML Maps
 - Import, Add, and Export XML Data
 - Manage XML Workbooks
 - Apply XML View Options



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Prerequisites:

- Microsoft Excel, Level II or equivalent experience.

Method of Instruction:

- Lecture, demonstration and hands on use.

Evaluation:

- Exam: NO
- Demonstration of Skills: YES
- Class Participation: YES