



CENTRAL PIEDMONT COMMUNITY COLLEGE

CORPORATE & CONTINUING EDUCATION

Course Number: DPX 7407
Course Name: Microsoft Excel - Advanced
Course Length: 18 Hours

Last Revised On: 6/16/08

Description:

This class is designed for students who have mastered the concepts in the intro level. Students will learn how to apply filters, design charts, utilize analysis tools, create pivot tables, share information across other office programs and the Internet, customize excel and create macros.

Objectives:

- Enhancing Charts
- Using What-if Analysis
- Analyzing Data with Pivot Tables
- Exchanging Data with other Programs
- Sharing Excel Files and Incorporating Web Information
- Customizing Excel and Advanced Worksheet Management
- Programming with Excel

Content:

1. Enhancing Charts
 - Customizing a Data Series
 - Changing a Data Source and Adding Data Labels
 - Formatting the Axes of a Chart
 - Rotating a Chart
 - Enhancing a Chart with WordArt
 - Adding a Picture to a Chart
 - Identifying Data Trends

2. Using What-if Analysis
 - Defining a What-if Analysis
 - Tracking a What-if Analysis with Scenario Manager
 - Generating a Scenario Summary
 - Projecting Figures Using a Data Table
 - Using Goal Seek
 - Setting Up a Complex What-If Analysis with Solver
 - Running Solver and Summarizing Results
 - Analyzing Data Using the Analysis ToolPak



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3. Analyzing Data with PivotTables
 - Planning and Designing a PivotTable Report
 - Creating a PivotTable Report
 - Changing a PivotTable's Summary Function and Design
 - Filtering and Sorting PivotTable Data
 - Updating a PivotTable Report
 - Changing the Structure and Format of a PivotTable Report

4. Exchanging Data with Other Programs
 - Planning a Data Exchange
 - Importing a Text File
 - Importing a Database Table
 - Inserting a Graphic File in a Worksheet
 - Embedding a Workbook in a Word Document
 - Linking a Workbook to a Word Document
 - Linking an Excel Chart to a PowerPoint Slide
 - Importing a Table into Access

5. Sharing Excel Files and Incorporating Web Information
 - Sharing Excel Files
 - Setting Up a Shared Workbook for Multiple Users
 - Tracking Revisions in a Shared Workbook
 - Applying and Modifying Passwords
 - Working with XML Schemas
 - Importing and Exporting XML Data
 - Running Web Queries to Retrieve External Data
 - Importing and Exporting HTML Data

6. Customizing Excel and Advanced Worksheet Management
 - Auditing a Worksheet
 - Controlling Worksheet Calculations
 - Grouping Worksheet Data
 - Using Cell Comments
 - Creating Custom AutoFill Lists
 - Customizing Excel Workbooks
 - Customizing Excel Options
 - Creating a Template



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7. Programming with Excel
 - Viewing VBA Code
 - Analyzing VBA Code
 - Writing VBA Code
 - Adding a Conditional Statement
 - Prompting the User for Data
 - Debugging a Macro
 - Creating and Running a Main Procedure

Prerequisites:

- Introduction to Excel or equivalent experience

Method of Instruction:

- Lecture, hands-on, and demonstration

Evaluation:

- Exam: No
- Demonstration of Skills: Yes
- Class Participation: Yes