

## **Excel 2003 Level 3**

### Summary / Objectives

You have used Microsoft Office Excel 2003 to perform tasks such as running calculations on data and sorting and filtering numeric data. You would now like to automate some common tasks, apply advanced analysis techniques to more complex data sets, collaborate on worksheets with others, and share Excel data with other applications. In this course, you will do all of these things.

**Course Objective:** 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.

**Target Student:** This course was designed for students desiring to gain the skills necessary to create macros, collaborate with others, audit and analyze worksheet data, create PivotTables and PivotCharts, incorporate multiple data sources, and import and export data. In addition, the course is also for students desiring to prepare for the Microsoft Office Specialist exam in Excel 2003 or Module 2-Key Applications of the Internet and Computing Core Certification (IC3) exam, and who already have knowledge of the basics of Excel, including how to create, edit, format, and print worksheets that include charts and sorted and filtered data.

### Course Content

#### 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

#### Collaborating with Others

- Protect Files

- Share a Workbook

- Set Revision Tracking

- Review Tracked Revisions

- Merge Workbooks

- Adjust Macro Settings

- Administer Digital Signatures

#### 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

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

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

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

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