



BUILDING TRAINING SOLUTIONS
FOR THE IT WORLD

Microsoft Office Excel 2003: Level 3

Number of Days: 1

Format: Instructor-Led

Class Code: EX03-3

Recommended Course Sequence

Knowledge of prerequisites
noted below.

*Course content is subject to change
without notice.*

Course Description:

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.

Prerequisites:

To ensure your success, we recommend you first take the following courses or have equivalent knowledge:

- Microsoft Office Excel 2003: Level 1
- Microsoft Office Excel 2003: Level 2

Certification:

This course is one of a series that addresses Microsoft Office Specialist (Office Specialist) skill sets. The Office Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Office Specialist certification.

Delivery Method:

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

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Performance-Based Objectives:

Upon successful completion of this course, students will be able to:

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

Course Outline

Lesson 1: Streamlining Workflow
<ul style="list-style-type: none">■ Topic 1A: Create a Macro■ Topic 1B: Edit a Macro■ Topic 1C: Customize Access to Excel Commands■ Topic 1D: Apply Conditional Formatting■ Topic 1E: Add Data Validation Criteria■ Topic 1F: Update a Workbook's Properties■ Topic 1G: Modify Excel's Default Settings
Lesson 2: Collaborating with Others
<ul style="list-style-type: none">■ Topic 2A: Protect Files■ Topic 2B: Share a Workbook■ Topic 2C: Set Revision Tracking■ Topic 2D: Review Tracked Revisions■ Topic 2E: Merge Workbooks■ Topic 2F: Adjust Macro Settings■ Topic 2G: Administer Digital Signatures
Lesson 3: Auditing Worksheets
<ul style="list-style-type: none">■ Topic 3A: Trace Cell Precedents■ Topic 3B: Trace Cell Dependents■ Topic 3C: Locate Errors in Formulas■ Topic 3D: Locate Invalid Data and Formulas■ Topic 3E: Watch and Evaluate Formulas■ Topic 3F: Group and Outline Data
Lesson 4: Analyzing Data
<ul style="list-style-type: none">■ Topic 4A: Create a Trendline■ Topic 4B: Create Scenarios■ Topic 4C: Perform What-If Analysis■ Topic 4D: Develop a PivotTable® Report■ Topic 4E: Develop a PivotChart® Report■ Topic 4F: Perform Statistical Analysis with the Analysis ToolPak

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Lesson 5: Working with Multiple Workbooks
<ul style="list-style-type: none">■ Topic 5A: Create a Workspace■ Topic 5B: Consolidate Data■ Topic 5C: Link Cells in Different Workbooks■ Topic 5D: Edit Links
Lesson 6: Importing and Exporting Data
<ul style="list-style-type: none">■ Topic 6A: Export to Microsoft Word■ Topic 6B: Import a Word Table■ Topic 6C: Import Text Files
Lesson 7: Structuring XML Workbooks
<ul style="list-style-type: none">■ Topic 7A: Develop XML Maps■ Topic 7B: Import, Add, and Export XML Data■ Topic 7C: Manage XML Workbooks■ Topic 7D: Apply XML View Options
Appendix A: Microsoft Office Specialist Program