



Software Learning Centers

1645 S.E Port St. Lucie Blvd

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*A Division of Moore Solutions inc*

## Microsoft® Office Excel® 2007: Level 3 (Second Edition)

### Course Specifications

Course number: 084892

Software: Microsoft® Office Excel® 2007

Course length: 1.0 day(s)

Certification: Microsoft® Office Excel® 2007 MS Specialist

### Course Description

Your training in and use of Microsoft® Office Excel® 2007 has provided you with a solid foundation in the basic and intermediate skills for working in Excel. You have used Excel to perform tasks such as running calculations on data and sorting and filtering numeric data. In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Excel by automating some common tasks, applying advanced analysis techniques to more complex data sets, collaborating on worksheets with others, and sharing Excel data with other applications.

**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, incorporate multiple data sources, and import and export data. In addition, the course is also for students desiring to prepare for the Microsoft Certified Application Specialist exam in Microsoft® Office Excel® 2007, 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 Element K courses or have equivalent knowledge:

- Microsoft® Office Excel® 2007 Level 1
- Microsoft® Office Excel® 2007 Level 2

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

### Certification

This course is one of a series of Element K courseware titles that addresses Microsoft Certified Application Specialist (MCAS) skill sets. The Specialist program is for individuals who use Microsoft's business desktop

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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 Microsoft Certified Application Specialist certification.

## Hardware Requirements

For this course, you will need one computer for the classroom to run Windows Server 2003 Enterprise Edition that meets the following system requirements:

- Minimum 2 GB of RAM is required. 2 GB of RAM per server plus 5 megabytes (MB) of RAM per mailbox is recommended.
- At least 1.2 GB of available disk space on the drive on which you install Exchange. An additional 500 MB of available disk space is needed for each Unified Messaging (UM) language pack that you plan to install.
- 200 MB of available disk space on the system drive.
- DVD-ROM drive, local or network accessible.
- VGA or higher video adapter and monitor.
- Keyboard and Microsoft mouse or other input device.

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware components:

- A 1 GHz Pentium-class processor or faster.
- Minimum 256 MB of RAM. Recommended 512 MB of RAM.
- A 10 GB hard disk or larger. You should have at least 1 GB of free hard disk space available for the Office installation.
- A CD-ROM drive.
- A mouse or other pointing device.
- 1024 x 768 resolution monitor is recommended.
- Network cards and cabling for local network access.
- Internet access (contact your local network administrator).
- A projection system to display the instructor's computer screen.

## Platform Requirements

- Windows XP Professional with SP2 and Windows Server 2003 with SP1, Standard or Enterprise edition

## Software Requirements

- Microsoft Windows Server 2003 SP1, Standard Edition.
- Active Directory Application Mode (ADAM).
- Microsoft .NET Framework Version 2.0. For download information.
- Windows PowerShell (for Exchange Management Shell).
- Microsoft Management Console (MMC) 3.0.

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- Microsoft® Office Professional Edition 2007.

For computers that have the Client Access server role installed, you must also install the following components:

- World Wide Web Service.
- Remote procedure call (RPC) over Hypertext Transfer Protocol (HTTP) Proxy Windows networking component.
- ASP.NET version 2.0.

## Performance-Based Objectives

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

- increase productivity and improve efficiency by streamlining your workflow.
- collaborate with others using workbooks.
- audit worksheets.
- analyze data.
- work with multiple workbooks.
- import and export data.
- use Excel with the web.
- structure workbooks with XML.

## Course Content

### Lesson 1: Streamlining Workflow

- Topic 1A: Create a Macro
- Topic 1B: Edit a Macro
- Topic 1C: Apply Conditional Formatting
- Topic 1D: Add Data Validation Criteria
- Topic 1E: Update a Workbook's Properties
- Topic 1F: Modify Excel's Default Settings

### Lesson 2: Collaborating with Others

- 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: Administer Digital Signatures
- Topic 2G: Restrict Document Access

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### **Lesson 3: Auditing Worksheets**

- Topic 3A: Trace Cells
- Topic 3B: Troubleshoot Errors in Formulas
- Topic 3C: Troubleshoot Invalid Data and Formulas
- Topic 3D: Watch and Evaluate Formulas
- Topic 3E: Create a Data List Outline

### **Lesson 4: Analyzing Data**

- Topic 4A: Create a Trendline
- Topic 4B: Create Scenarios
- Topic 4C: Perform What-If Analysis
- Topic 4D: Perform Statistical Analysis with the Analysis ToolPak

### **Lesson 5: Working with Multiple Workbooks**

- 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**

- Topic 6A: Export Excel Data
- Topic 6B: Import a Delimited Text File

### **Lesson 7: Using Excel with the Web**

- Topic 7A: Publish a Worksheet to the Web
- Topic 7B: Import Data from the Web
- Topic 7C: Create a Web Query

### **Lesson 8: Structuring Workbooks with XML**

- Topic 8A: Develop XML Maps
- Topic 8B: Import and Export XML Data

### **Appendix A: Microsoft Office Specialist Program**

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