



Software Learning Centers
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Microsoft® Office Excel 2003: Level 3

Course Specifications

Course number: 084262

Software: Microsoft® Office Excel 2003

Course length: 1.0 day(s)

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.

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 Content

Lesson 1: Streamlining Workflow

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

Topic 2A: Protect Files

Topic 2B: Share a Workbook

Topic 2C: Set Revision Tracking

Topic 2D: Review Tracked Revisions

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- Topic 2E: Merge Workbooks
- Topic 2F: Adjust Macro Settings
- Topic 2G: Administer Digital Signatures

Lesson 3: Auditing Worksheets

- 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

- 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

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 to Microsoft Word
- Topic 6B: Import a Word Table
- Topic 6C: Import Text Files

Lesson 7: Structuring XML Workbooks

- Topic 7A: Develop XML Maps
- Topic 7B: Import, Add, and Export XML Data
- Topic 7C: Manage XML Workbooks
- Topic 7D: Apply XML View Options

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