



Microsoft® Office Excel 2003: Level 3

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.

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

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.

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 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 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 2: Collaborating with Others (NOTE: To fully complete the lessons, a shared network drive is necessary).

- 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

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

Lesson 6: Importing and Exporting Data

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