

# Course Outline



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## Microsoft Excel 2010 Level 3

### Course Description:

In this course you will enhance productivity and efficiency by streamlining the workflow, collaborate with other workbook users, audit worksheets, analyze data, work with multiple workbooks, import and export data, integrate Excel data with the web and structure workbooks with XML. This course is intended for delegates who wish to further develop their advanced Excel skill set.

This course prepares you for the Microsoft Office Specialist (MOS) Certification Exam.

### Pre-requisites:

Before starting this course, delegates are recommended to take the following PTR courses or have equivalent knowledge: Microsoft Office Excel 2010: Level 1 and Microsoft Office Excel 2010: Level 2.

### Course Content:

- **Streamlining Workflow**
  - Update Workbook Properties
  - Create a Macro
  - Edit a Macro
  - Apply Conditional Formatting
  - Add Data Validation Criteria
- **Collaborating with Other Users**
  - Protect Files
  - Share a Workbook
  - Set Revision Tracking
  - Review Tracked Revisions
  - Merge Workbooks
  - Administer Digital Signatures
  - Restrict Document Access

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- **Auditing Worksheets**
  - Trace Cells
  - Troubleshoot Invalid Data and Formula Errors
  - Watch and Evaluate Formulas
  - Create a Data List Outline
- **Analyzing Data**
  - Create a Trendline
  - Create Sparklines
  - Create Scenarios
  - Perform a What-If Analysis
  - Perform a 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 Excel Data
  - Import a Delimited Text File
  - Import and Export XML Data
- **Integrating Excel Data with the Web**
  - Publish a Worksheet to the Web
  - Import Data from the Web
  - Create a Web Query

**Course Duration:**

**1 Days**