

# Microsoft® Office Excel 2007 – Level III

## Course Description

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Microsoft Office Excel 2007 – Level III teaches students how to use some advanced features to work with different types of reports. Students will look at some productivity tools to increase data entry, features to enable collaboration with others, and use various commands to analyze large numerical reports.

## Who Should Attend

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This course is a continuation of the Microsoft Office Excel 2007 – Level 2 courseware, in which you were introduced to intermediate features to manipulate specific types of data in worksheets. Students who wish to become proficient using some of the advanced features of Microsoft Office Excel 2007 will benefit from taking this course.

## Course Objectives

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After completing this course, you will be able to:

- ↻ use AutoFill to copy or fill data
- ↻ find and replace specific types of data
- ↻ consolidate or summarize data
- ↻ group or outline data
- ↻ convert text to columns
- ↻ use AutoFill to set up a series of data
- ↻ find and replace data in a worksheet
- ↻ use Paste Special to create different types of data
- ↻ create groups and subtotals from the data in the worksheet
- ↻ convert text to columnar formats
- ↻ validate data and remove duplicate rows of data
- ↻ use pick lists
- ↻ working with existing templates, or create your own template
- ↻ create, modify or remove a hyperlink
- ↻ save a worksheet or a range of cells in a HTML format
- ↻ publish a worksheet to the Internet
- ↻ work with shared workbooks including adding protection or tracking changes
- ↻ changing workbook properties and using the Document Inspector appropriately
- ↻ set up a what-if scenario with a worksheet
- ↻ use the Goal Seeking and Solver tool
- ↻ work with a single or two variable data table
- ↻ create and modify PivotTables or PivotCharts

## Courseware Outline

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### Lesson 1: Using Data Tools

Lesson Objectives  
Using AutoFill  
Finding and Replacing Data  
Using Paste Special  
Consolidating Data  
Setting Up Automatic Subtotals  
Grouping and Ungrouping Data  
Converting Text to Columns  
Lesson Summary  
Review Questions

### Lesson 2: Preparing Online Documents

Lesson Objectives  
Validating Data  
Using Pick Lists  
Removing Duplicate Rows  
Circling Invalid Data  
Working with Templates  
Using Hyperlinks  
Saving Worksheets as HTML  
Lesson Summary  
Review Questions

### Lesson 3: Collaborating with Others

Lesson Objectives  
Using Comments  
Looking at Workgroup Functions  
Protecting Your Workbook  
Preparing for Distribution Lesson Summary  
Review Questions

### Lesson 4: Using Analysis

#### Tools

Lesson Objectives  
What-If Analysis  
Using the Goal Seeking Tool  
Using the Solver  
Using a Data Table  
Using PivotTables Lesson Summary  
Review Questions