

Microsoft® Office Excel 2007

Level 3 – Advanced Skills

Courseware #: 6265

Exam 77-602

Course Description

Microsoft® Office Excel 2007 - Level 3 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.

Students who complete this course can be on their way to preparing for a Microsoft Certified Application Specialist exam. By completing the other levels available for this application students will have reviewed all of the exam objectives.

Course Length

The Microsoft Business Certification Series can adapt to meet various course length requirements. There are two types of exercises in this book, Learn the Skill and Practice the Skill (refer to the Conventions and Graphics section to identify the different icons used for each type).

For the shortest course lengths, students can perform just the Learn the Skill exercises.

For longer course lengths, students can complete both the Learn the Skill and Practice the Skill exercises.

Instructors should refer to the Instructor Resources for this book to learn more about how the material can be adapted.

Course Prerequisites

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

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
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- ↗ 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

Course Outline

About This Courseware

Courseware Description
Course Design
Course Objectives
Conventions and Graphics

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

Appendices

Appendix A: Prerequisites
Appendix B: Answers to Review Questions
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Exam Objectives
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