Excel 2007/2010 Level 3

Audience
This course is appropriate for users who know the spreadsheet techniques of Excel 2007/2010. Users should be able to use the basics of Excel and in addition know how to create absolute and mixed cell references; use functions; work with multiple sheets in a workbook; freeze titles; set print titles and page breaks; create names; link information in worksheets and workbooks.

Description
The course uses a combination of lecture, hands-on practice, and independent exercises to familiarize students with creating and manipulating data in a database and then performing analysis on the data. Subjects covered include importing and exporting data into Excel, using templates to create worksheets, collaborating on worksheets by protecting and sharing them, and macros.

Objectives
After completing the class, students should be able to:

- Understand the structure of the data list
- Add to and edit the data list in the worksheet or through a form
- Convert a data list to an Excel table
- Use basic and advance filtering and sorting techniques
- Verify data being entered into a database
- Subtotal data using the Subtotal command
- Group and ungroup data
- Consolidate data using the Consolidate command
- Use database functions to analyze data
- Perform what-if analysis using the Scenario, Data Tables and Goal Seek commands
- Import data from Access, removing duplicates
- Manipulate external data connections and properties
- Import text and web files
- Create and protect templates
- Share, edit and manage shared workbooks
- Track changes made in shared workbooks
- Design and create recorded macros
- Create absolute and relative references in macros
- Assign macros to buttons on the Quick Access Toolbar

Length
1 day

Beyond This Level   When you have successfully completed this class, the next class you should consider is Excel Programming with Visual Basic for Applications. An introduction to VBA, as well as terms such as object and variable are discussed. Students also learn to use editing features, procedures and functions, conditional statements, forms, Pivot tables, and debugging techniques. Be sure to leave time for practice before registering for this class.

I.   **Manipulating a Database in Excel**

   A.   The Structure of the Data List

   B.   Adding Data to the Data List

   C.   Editing Data Using the Form

   D.   Converting a Data List to an Excel Table

   E.   Filtering Data Using Basic and Advanced Techniques

   F.   Advanced Sorting

   G.   Verifying Data Entered in a Database

II. **Analyzing Data in an Excel Database**

   I.   Subtotaling Data

   B.   Grouping and Ungrouping Data

   C.   Data Consolidation

   D.   Using Database Functions

   E.   What If Data Analysis

   F.   Analyzing Data with the Scenario Manager

   G.   Analyzing Data with Data Tables

   H.   Analyzing Data with Goal Seek

III. **Importing Data**

   A.   Sharing Database Data

   B.   Importing Data from Access

   C.   Remove Duplicates

   D.   Manipulating Connections Properties

   E.   Changing External Data Properties

   F.   Importing Text Files

   G.   Importing from the Web

IV. **Workbook Collaboration in a Workgroup**

   A.   Creating Templates

   B.   Protecting Cells and Worksheets

   C.   Sharing a Workbook

   D.   Editing a Shared Workbook

   E.   Managing a Shared Workbook

   F.   Stop Sharing the Workbook

   G.   Tracking Changes

V.   **An Introduction to Macros**

   A.   What is a Macro?

   B.   Running a Macro

   C.   Designing a Macro

   D.   Recording a Simple Macro

   E.   Absolute and Relative Referencing in Macros

   F.   Examining the Visual Basic Editor

   G.   Assigning a Macro Button to the Quick Access Toolbar

   H.   Deleting a Macro

   I.   Macro Viruses

   J.   Auto Open and Auto Close Macros