

## Microsoft® Office Excel 2003: Level 3

### 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 2: Collaborating with Others

- 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
- Topic 2G: Administer Digital Signatures

#### 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 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
- Topic 4F: Perform Statistical Analysis with the Analysis ToolPak

## **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 6: Importing and Exporting Data**

Topic 6A: Export to Microsoft Word

Topic 6B: Import a Word Table

Topic 6C: Import Text Files