RGB Technology Training Center
Certified Microsoft Office Specialist (CMOS)

Microsoft Office 2010 Excel
Advanced

Course Format: Instructor-Led

Course Hours: 9 Hours

Course Description

Course Objective: You will automate some common Excel tasks, apply advanced analysis techniques to more complex data sets, troubleshoot errors, collaborate on worksheets, and share Excel data with other applications.

Target Student: This course was designed for students desiring to gain the skills necessary to create macros, collaborate with others, audit and analyze worksheet data, incorporate multiple data sources, and import and export data.

Prerequisites: To ensure your success, we recommend that you first take the following courses or have equivalent knowledge:
- ❖ Microsoft Office **Excel 2010: Introduction**
- ❖ Microsoft Office **Excel 2010: Intermediate**

Course Objectives
Upon successful completion of this course, students will be able to:
- ❖ 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.
- ❖ Structure workbooks with XML.

Course Content

Lesson 1: Streamlining Workflow
- ❖ Update Workbook Properties
- ❖ Create a Macro
- ❖ Edit a Macro
- ❖ Apply Conditional Formatting
- ❖ Add Data Validation Criteria

Lesson 2: Collaborating with Other Users
- ❖ Protect Files
- ❖ Share a Workbook
- ❖ Set Revision Tracking
- ❖ Review Tracked Revisions
- ❖ Merge Workbooks
- ❖ Administer Digital Signatures

Lesson 3: Auditing Worksheets
- ❖ Trace Cells
- ❖ Troubleshoot Invalid Data and Formula Errors
- ❖ Watch and Evaluate Formulas
- ❖ Create a Data List Outline

Lesson 4: Analyzing Data
- ❖ Create a Trendline
- ❖ Create Sparklines
- ❖ Create Scenarios
- ❖ Perform a What-If Analysis
- ❖ Perform a Statistical Analysis with the Analysis ToolPak

Lesson 5: Working with Multiple Workbooks
- ❖ Create a Workspace
- ❖ Consolidate Data
- ❖ Link Cells in Different Workbooks
- ❖ Edit Links

Lesson 6: Importing and Exporting Data
- ❖ Export Excel Data
- ❖ Import a Delimited Text File

Lesson 7: Integrating Excel Data with the Web
- ❖ Publish a Worksheet to the Web
- ❖ Import Data from the Web

❖ Create a Web Query

❖ Develop XML Maps

❖ Import and Export XML Data

Lesson 8: Structuring Workbooks with XML