

# Microsoft Excel Training in Houston - Hands on Microsoft Excel Classes in Houston, Texas.

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Microsoft Excel 2003: Level 3 - Training Classes in Houston

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Microsoft® Office Excel® 2003: Level 3

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Course Specifications:

Software: Microsoft® Office Excel 2003

Course Description:

You have used Microsoft® Office Excel 2003 to perform tasks such as running calculations on data and sorting and filtering numeric data. You would now like to automate some common tasks, apply advanced analysis techniques to more complex data sets, collaborate on worksheets with others, and share Excel data with other applications. In this course, you will do all of these things.

**Course Objective:** You will automate some common Excel tasks, apply advanced analysis techniques to more complex data sets, collaborate on worksheets with others, 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, create PivotTables and PivotCharts, incorporate multiple data sources, and import and export data and for students who already have knowledge of the basics of Excel, including how to create, edit, format, and print worksheets that include charts and sorted and filtered data.

**Prerequisites:** To ensure your success, we recommend you first take the following courses or have equivalent knowledge:

- Microsoft® Office Excel 2003: Level 1
- Microsoft® Office Excel 2003: Level 2

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

**Performance-based Objectives:**

- Customize workbooks.
- Collaborate with others using workbooks.
- Audit worksheets.
- Analyze data.
- Work with multiple workbooks.
- Import and export data.
- Structure workbooks with XML.

## Microsoft® Office Excel 2003: Level 3

### Training Course Content

#### Lesson 1: Streamlining Workflow

Topic 1A: Create a Macro

Topic 1B: Run a Macro

Topic 1C: Customize Access to Excel Commands

Topic 1D: Update a Workbook's Settings

Topic 1E: Modify Excel's Default Settings

Topic 1F: Adjust Macro Settings

#### Lesson 2: Collaborating with Others

Topic 2A: Protect Workbooks, Sheets, Cells

Topic 2B: Share a Workbook

Topic 2C: Set Revision Tracking

Topic 2D: Review Tracked Revisions

Topic 2E: Merge Workbooks

Topic 2F: Additional Protection Items

Topic 2G: Add Data Validation Criteria

#### 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

#### 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: Review Analysis ToolPak

Topic 4G: Group and Outline Data

#### 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

Lesson 7: Additional Features

Topic 7A: Formulas, Shortcuts, Tips and more.

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