



COMPLETE COMPUTING, INC.

Course 50125A: Learn Microsoft Office Excel 2007 Step by Step, Level 3

Length – 1 day

Prerequisites

Before attending this course, students must have:

- Basic computer knowledge
- Basic file-management skills
- Basic knowledge of the Excel interface, workbook manipulation, and formula creation

At Course Completion

After completing this course, students will be able to:

- Define an alternative data set.
- Define multiple alternative data sets.
- Vary your data to get a desired result by using Goal Seek.
- Find optimal solutions by using Solver.
- Analyze data by using descriptive statistics.
- Analyze data dynamically by using PivotTables.
- Filter, show, and hide PivotTable data.
- Edit PivotTables.
- Format PivotTables.
- Create PivotTables from external data.
- Create dynamic charts by using PivotCharts.
- Describe and examine macros.
- Create and modify macros.
- Run macros when a button is clicked.
- Run macros when a workbook is opened.
- Include Office documents in worksheets.
- Store workbooks as parts of other Office documents.
- Create hyperlinks.
- Paste charts into other documents.
- Share data lists.
- Manage comments.
- Track and manage colleagues' changes.
- Protect workbooks and worksheets.
- Authenticate workbooks.
- Save workbooks for the Web.



COMPLETE COMPUTING, INC.

Course Outline

Module 1: Data Analysis

This module explains how to define alternative data sets, use Goal Seek and Solver, and analyze descriptive statistics.

Lessons

- Defining an Alternative Data Set
- Defining Multiple Alternative Data Sets
- Varying Your Data to Get a Desired Result by Using Goal Seek
- Finding Optimal Solutions by Using Solver
- Analyzing Data by Using Descriptive Statistics

Lab : Data Analysis

- Create a scenario to measure the impact of a rate increase.
- Create and summarize the results of two scenarios.
- Use Goal Seek to find a target value.
- Use Solver to determine the best values for multiple variables, given specific constraints.
- Generate descriptive statistics by using the Analysis ToolPak.

After completing this module, students will be able to:

- Create scenarios and work with Scenario Manager.
- Determine a value by using Goal Seek.
- Determine multiple values by using Solver.
- Use descriptive statistics to analyze data.

Module 2: PivotTables and PivotCharts

This module explains how to work with PivotTables and PivotCharts.

Lessons

- Analyzing Data Dynamically by Using PivotTables
- Filtering, Showing, and Hiding PivotTable Data
- Editing PivotTables
- Formatting PivotTables
- Creating PivotTables from External Data
- Creating Dynamic Charts by Using PivotCharts

Lab : PivotTables and PivotCharts

- Create a PivotTable, add fields, and then pivot it.



COMPLETE COMPUTING, INC.

- Filter a PivotTable, and show and hide levels of detail.
- Rename and edit a PivotTable, and then link to a PivotTable cell.
- Apply a number format, styles, banded rows, and a conditional format to a PivotTable.
- Use an imported text file as the basis for a PivotTable.
- Create, modify, and update a PivotChart.

After completing this module, students will be able to:

- Create PivotTables.
- Filter PivotTables to highlight specific information.
- Edit and format PivotTables.
- Use external data to create PivotTables.
- Use PivotCharts to visually represent PivotTable data.

Module 3: Macros

This module explains how to create and run macros.

Lessons

- Introducing Macros
- Creating and Modifying Macros
- Running Macros When a Button Is Clicked
- Running Macros When a Workbook Is Opened

Lab : Macros

- Examine, step through, and run a macro.
- Record, save, and run a macro.
- Run macros from the Quick Access Toolbar and by clicking a workbook shape.
- Run a macro when someone opens a workbook.

After completing this module, students will be able to:

- Move through a macro a step at a time.
- Create and modify macros.
- Run macros in various ways.

Module 4: Office Document Recycling

This module explains how to use Office documents in Excel workbooks and how to use Excel data in other Office programs.



COMPLETE COMPUTING, INC.

Lessons

- Including Office Documents in Worksheets
- Storing Workbooks as Parts of Other Office Documents
- Creating Hyperlinks
- Pasting Charts into Other Documents

Lab : Office Document Recycling

- Link a presentation to a workbook, and edit the presentation.
- Embed a workbook in a presentation, and change the formatting of the workbook.
- Create two hyperlinks to different locations.
- Copy and paste a chart into a presentation.

After completing this module, students will be able to:

- Link other types of Office documents to Excel workbooks.
- Embed Excel workbooks in other Office documents.
- Create hyperlinks to and from workbooks.
- Use Excel charts in other Office documents.

Module 5: Collaboration

This module explains how to collaborate on Excel files by sharing files, managing comments and changes, password-protect workbooks and worksheets, use digital signatures, save and publish Excel data.

Lessons

- Sharing Data Lists
- Managing Comments
- Tracking and Managing Colleagues' Changes
- Protecting Workbooks and Worksheets
- Authenticating Workbooks
- Saving Workbooks for the Web

Lab : Collaboration

- Turn on workbook sharing, and send the workbook as an e-mail attachment.
- Add, highlight, review, and delete comments.
- Track, accept, and reject changes; and create a History worksheet.
- Create passwords, and hide the formula.
- Digitally sign a workbook.
- Convert a workbook to a Web page, and publish a PivotTable to the Web.