



*Are you a pencil pusher trapped in a computer?
We can help!*

M J H COMPUTER TRAINING

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Microsoft® Office Excel® 2010: Level 3

Course Length: 1 Day

Course Content

Lesson 1: Streamlining Workflow

Topic 1A: Update Workbook Properties

Topic 1B: Create a Macro

Topic 1C: Edit a Macro

Topic 1D: Apply Conditional Formatting

Topic 1E: Add Data Validation Criteria

Lesson 2: Collaborating with Other Users

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: Administer Digital Signatures

Topic 2G: Restrict Document Access

Lesson 3: Auditing Worksheets

Topic 3A: Trace Cells

Topic 3B: Troubleshoot Invalid Data and
Formula Errors

Topic 3C: Watch and Evaluate Formulas

Topic 3D: Create a Data List Outline

Lesson 4: Analyzing Data

Topic 4A: Create a Trendline

Topic 4B: Create Sparklines

Topic 4C: Create Scenarios

Topic 4D: Perform a What-If Analysis

Topic 4E: Perform a 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 Excel Data

Topic 6B: Import a Delimited Text File

Lesson 7: Integrating Excel Data with the Web

Topic 7A: Publish a Worksheet to the Web

Topic 7B: Import Data from the Web

Topic 7C: Create a Web Query

Lesson 8: Structuring Workbooks with XML

Topic 8A: Develop XML Maps

Topic 8B: Import and Export XML Data