

Department of Corporate Training

Microsoft Office Excel 2010 Level 3

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.

This series of hands on classes provide an introduction to the following features:

- *Streamlining Workflow*
- *Collaborating with Other Users*
- *Auditing Worksheets*
- *Analyzing Data*
- *Working with Multiple Workbooks*
- *Importing and Exporting Data*
- *Integrating Excel Data with the Web*

Learning Outcome:

At the end of the 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.*

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Dates: TBA

Textbook:

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