



# Microsoft Excel: Data Analysis for Managers

Duration: 9 hours

## Objectives

Excel 2007 provides powerful data analysis tools that enable you to explore large amounts of data and to make educated business decisions based on that data. With PivotTable reports you can interactively summarize data, making it easier to analyze and present the results. PivotChart reports provide a graphical view of PivotTable report data. This course covers range, worksheet, and workbook protection, as well as tracking changes and merging workbooks in Excel. This course also explores creating links, importing text files, and creating database and web queries. Importing Excel 2007 data into other applications and using XML in Excel 2007 are also covered.

## Target Audience

This course is intended for end users and managers seeking proficiency in the use of Microsoft Excel at a power user level.

## Prerequisite

Basic desktop computer literacy and a familiarity with the Microsoft Windows environment

## Course Outline

### Part 1: Analyzing Data in Excel 2007 - 3 hours

- create a PivotTable report
- rearrange PivotTable data
- customize PivotTable reports
- modify the look and feel of a PivotTable report
- create a PivotChart report
- modify a PivotChart report
- perform calculations in PivotTable reports



## Part 2: Protecting and Sharing Excel 2007 Workbooks - 3 hours

- protect a workbook in a given example
- apply worksheet protection in a given example
- identify the features of digital signatures in Excel 2007
- protect a workbook
- prevent users from editing a workbook
- apply worksheet protection
- share workbooks on a network location
- merge shared workbooks
- publish a workbook to a SharePoint library
- perform basic actions using SharePoint
- share a workbook on a shared network resource
- merge shared workbooks
- publish a workbook to SharePoint

## Part 3: Exchanging Data with Excel 2007 - 3 hours

- create links to data
- identify how to import data
- embed a file in a workbook
- create database queries in Excel 2007
- import an entire Access table
- import Excel data into Access
- copy Excel data to Word
- import Excel data into Outlook
- embed a file in a workbook
- import data from a text file into Excel
- import data from a database into Excel
- use Excel data in a Word document
- retrieve data from an Access database using the Wizard
- create a manual query to retrieve data from an Access database
- identify how XML works in Excel



- recognize the components of a basic XML system
- create an XML map and map elements to it
- import XML data
- export XML data into mapped cells
- use XML data in Excel 2007