PHOENIX
SOLUTIONS 4 ALL

Customised IT and Soft Skills training to suit your needs

Microsoft Excel 2010 Advanced Training

Excel 2010 Advanced Course Objectives

After the course, you will be able to:

- Use Lookup & Informational Functions
- Create Pivot Tables
- Use What-If Tools
- Sharing and Tracking Workbooks
- Record Basic Macros

Audience

This course is aimed at experienced Excel users who need to perform more complex functions, lists analysis, use What-If tools and who would like to start recording basic macros

Course Prerequisite

You must have sound Excel skills and understand key concepts of spreadsheets, or equivalent to our Intermediate course level.

Course Duration

This is a 1 day Excel 2010 Advanced Course. Course starts at 09:30 and runs until 16:30

Course Locations / Schedule

This course can be run at our Excel 2010 training centre or any preferred location in the UK. The course can be held on a date that suits you. We do not run public scheduled course

Recap Functions

- If Statements
- Nested If
- And
- Or
- Not
- Combining If, And, Or, Not
- Sumif
- Vertical Lookup (Vlookup)
- Horizontal Lookup (Hlookup)

Lookup and Information Functions

- Match function
- Index Function
- ISTEXT, ISVALUE, ISDATE,ISNULL,ISERR, ISNA
- IFERROR
- Offset

- Advanced List Management
- Advanced Filter
- Database Functions: Dsum, Dmin, Dmax, Daverage, Dcount

Summarising Data with Pivot Tables

- Inserting calculated fields
- Manipulating Fields
- Changing Value Filed Settings
- Using Report Filter
- Grouping Data containing Dates and Numbers
- Formatting Pivot Table
- Showing and Hiding the Grand Totals
- Refreshing Data In Pivot Table
- Changing The Scope Of The Data source
- Summarizing Values by Sum, Count, Average, Max, and Product
- Show Values As % of Grand Total, % of Column Total, % of Row Total
- Pivot Table Options
- Using Slicers for Effective Filtering
- Pivot Chart

General Analysis Tools

- Scenarios
- Custom Views
- Goal Seek
- Solver
- Data Tables
- One Input
- Two Input

Protecting and Sharing

- Sharing a file
- Tracking changes
- Accepting or rejecting changes
- Applying Data validation rules
- Inserting comments
- Protecting cells, sheets, files
- Password protecting a file
- Password protecting a cell range

Introduction to Macros

- Displaying the Developer Tab
- Review And Purpose Of Macros
- Where To Save Macros
- Absolute and relative record
- Running macros: Assigning to Quick Access Toolbar, shapes, Pictures and keyboard shortcuts

Templates

- Viewing Sample Templates
- Creating Custom Templates
- Opening And Editing Templates
- Setting Template Properties

Themes

- Applying Current Themes
- Creating Custom Themes

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