**PHOENIX**
**SOLUTIONS 4 ALL**

## Customised IT and Soft Skills training to suit your needs

## Microsoft Excel 2010 Intermediate Training

**Excel 2010 Intermediate Course Objectives**

**After the course, you will be able to:**

- Use Logical Functions, Financial and Statistical Functions
- Nest Functions
- Multiple Worksheet Management and Formulae
- Create Charts
- Protect Worksheets & Workbooks

**Audience**

This Excel intermediate course will build on your basic Excel skills and show you more complex formulae, how to build formulae across worksheets, linking data and charting your data. We also cover protecting your sheets and workbooks.

**Course Prerequisite**

To get the most from this course, you must be able to perform basic Excel actions and create formulae and functions.

**Course Duration**

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

**Course Locations / Schedule**

This course can be run at our London 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 courses.

## Recapping Basics
- Absolute, Relative References Basic calculations

## Recap Linking
- Inserting and deleting sheets
- Changing the default number of workbook sheets

## Naming Cell Ranges
- Concept And Purpose
- Naming Individual Cells
- Naming Range Of Cells
- Deleting And Amending Named Ranges

- Using Name Ranges in Formulae/Functions
- Named Ranges As Navigation Aid

## Linking Sheets and Files
- Changing the default number of workbook sheets
- 3D Calculations
- Linking sheets in the same file
- Linking different Excel files
- Using Edit, Links
- Viewing Different Files On One Screen
- Saving a workspace
- Window Split
- Freeze Panes
- Viewing Different Parts Of The Sheet On One Screen
- Watch Window

## Conditional Functions
- Benefits And Purpose
- IF Statements
- Nested If
- SUMIF And SUMIFS
- AVERAGEIF And AVERAGEIFS
- COUNTIF and COUNTIFS
- ISERROR And IFERROR
- Nesting IF WITH AND, OR

## Applying and Managing Conditional Formatting
- Data Bars
- Colour Scales
- Icon Sets
- Top/Bottom

## Basic Lookup Functions
- Vertical Lookup (Vlookup)
- Horizontal Lookup (Hlookup)

## Essential List Management
- Sorting Data (By Values, By Cell Colour, By Font Colour, By Cell Icons)
- Multi Column Sort
- Filter (By Values, By Cell Colour, By Font Colour, By Cell Icons)
- Multi Column Filter
- Advanced Filter
- Adding Subtotals
- Freeze Panes

- Group and Outline

- Data Form

- Format As Table Feature

- Data Consolidation

## Formulae Auditing Formula View

- Tracing Precedents

- Tracing Dependents

- Using Watch Window

- Go To Special…

## Charts/Graphs Advanced Techniques

- Creating Chart Using Shortcut Keys

- Saving Custom Chart as Templates

- Setting Chart as Default

- Applying Trendlines

- Formatting and Editing Series, Plot Area, Data Points Chart Area, legends, etc...

- Using Sparklines (Line, Column, Win/Loss)

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