

## Get Started Here

Microsoft Excel is a sophisticated spreadsheet program with many advanced features designed to increase the user's productivity.

One-on-One Personal Computer Training provides advanced Excel 2010 training that will enable the student to become productive with the product.

## Learning Outcomes

This course is designed for people who are already familiar with the basic features of Excel 2010.

At the end of the course, the student will be able to:

- ☞ Apply advanced formatting techniques
- ☞ Take advantage of features such as styles, templates, arrays, outlining and auditing tools
- ☞ Import and export data
- ☞ Advanced Charting
- ☞ Master Goal Seek and Scenario Manager
- ☞ Create and use databases
- ☞ Record and edit simple macros
- ☞ Use powerful analytical tools
- ☞ Combine data from different worksheets with linking and consolidation
- ☞ Control the presentation of data with Scenario Manager, Report Manager and pivot tables
- ☞ Improve the appearance of worksheets and charts

## Structure

The course is organised in a series of lessons, each of which addresses a particular functional area of the product. Basic concepts are introduced first. Later materials build on these basics until the student has a sound grasp of the principles involved.

Each lesson starts with a list of learning outcomes for the lesson. Subject matter in the lesson is interspersed with practical exercises to illustrate the material covered. At the end of each lesson there is a:

- ☞ Summary of the lesson, including a list of the skills learned and important terms
- ☞ Questionnaire to test the student's understanding of the lesson
- ☞ Case study for revision or for fast students.

The manual includes a table of contents, an index, a glossary of important terms, tips and review exercises.

# Advanced Microsoft Excel 2010

## Contents

### Level 3 (1-Day)

- ☞ Developing Templates
- ☞ Nested Functions
- ☞ Advanced Functions including VLOOKUP, HLOOKUP, Index, Match, And and OR functions
- ☞ Advanced Number Formatting
- ☞ Conditional Formatting
- ☞ Headers and Footers
- ☞ Advanced Charting Techniques
- ☞ Workbook and Worksheet Protection
- ☞ Data Consolidation
- ☞ Creating, editing and updating links in worksheets

### Level 4 (1-Day)

- ☞ Outlining and Grouping Data
- ☞ Pivot tables and Pivot Charts
- ☞ Working with Pivot Table Data
- ☞ Classic Pivot Tables
- ☞ Power Pivot
- ☞ Advanced Pivot Tables
- ☞ Using Slicer
- ☞ Analytical tools such as goal seeking and Solver
- ☞ Scenario Manager
- ☞ Using Data Analysis Tools
- ☞ Introduction to macros
- ☞ Visual Basic and Macros
- ☞ Advanced Visual Basic Tasks

## Prerequisites

Students should already be familiar with PCs and Windows but should have completed the Microsoft Excel 2010 Core Training.

## Enquiries

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