

# MICROSOFT EXCEL 2010

## ADVANCED COURSE OUTLINE

### 1 DAY

#### OVERVIEW

In this course students will automate some of the more common Excel tasks, apply advanced analysis techniques to more complex data sets, troubleshoot errors, collaborate on worksheets, and share Excel data with other applications.

#### WHO SHOULD ATTEND

This course was designed for students desiring to gain the skills necessary to create macros, collaborate with others, audit and analyse worksheet data, incorporate multiple data sources, and import and export data.

#### PREREQUISITE COMMENTS

You should have ideally attended our Excel Introduction and Intermediate level course, or have sufficient experience and understanding of Excel, especially in creating, editing, and managing workbooks.

TOPICS	TOPICS
<b>RECAP ON BASICS</b> <ul style="list-style-type: none"> <li>Basic Formulas</li> <li>Absolute vs Relative Calculations</li> <li>Linking Formulas</li> </ul> <b>FORMULAS</b> <ul style="list-style-type: none"> <li>If Statements</li> <li>Nested If Statements</li> <li>If And / If Or</li> <li>VLookup and HLookup</li> <li>PMT</li> <li>Upper / Lower / Proper</li> <li>Left / Right / Mid / Concatenate</li> <li>Date / Times</li> <li>Auditing Toolbar</li> </ul> <b>DATA ANALYSIS</b> <ul style="list-style-type: none"> <li>Using Tables</li> <li>Sorting / Filtering</li> <li>Subtotals</li> <li>Pivot Tables</li> <li>Goal Seeker</li> <li>Scenarios</li> </ul>	<b>CUSTOMISING EXCEL</b> <ul style="list-style-type: none"> <li>Excel options</li> <li>Custom Views</li> <li>Workspaces</li> </ul> <b>PROTECTION OF DATA</b> <ul style="list-style-type: none"> <li>Data Validation</li> <li>Conditional Formatting</li> <li>Track Changes</li> <li>Protecting Cells</li> <li>Protecting Worksheets / Workbooks</li> <li>Data Validation</li> </ul> <b>CHARTS</b> <ul style="list-style-type: none"> <li>Sparklines</li> </ul> <b>MACROS</b> <ul style="list-style-type: none"> <li>Creating a Basic Macro</li> <li>Assigning Macro</li> <li>Using Input Boxes</li> <li>Editing Macros</li> </ul>

#### DEBY JAMES ASSOCIATES

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