

# EXCEL 2010 INTERMEDIATE

## 1 DAY COURSE OUTLINE

### OVERVIEW

This course is designed to take current users of Excel and to look at additional functions, such as more advanced formulas, data analysis, charts and database options.

### WHO SHOULD ATTEND

This course is designed to take current users of Excel and to look at additional functions, such as more advanced formulas, data analysis, charts and database options.

### PREREQUISITE COMMENTS

You should have ideally attended our Excel Introduction level course, or have sufficient experience and understanding of Excel, especially a basic understanding of formulae.

TOPICS	TOPICS
RECAP ON BASICS	TEMPLATES
<ul style="list-style-type: none"><li>• Entering and editing text &amp; Numbers</li></ul>	<ul style="list-style-type: none"><li>• Using Pre Set Templates</li></ul>
<ul style="list-style-type: none"><li>• Basic Formulas</li></ul>	<ul style="list-style-type: none"><li>• Designing Your Own Template</li></ul>
FORMULAS	RANGE NAMES
<ul style="list-style-type: none"><li>• Absolute Cells</li></ul>	<ul style="list-style-type: none"><li>• Creating a Range Name</li></ul>
<ul style="list-style-type: none"><li>• Average, Max, Min, Count</li></ul>	<ul style="list-style-type: none"><li>• Using Range Names</li></ul>
<ul style="list-style-type: none"><li>• Count A</li></ul>	<ul style="list-style-type: none"><li>• Editing Range Names</li></ul>
<ul style="list-style-type: none"><li>• Count If</li></ul>	PRINTING
<ul style="list-style-type: none"><li>• Sum If</li></ul>	<ul style="list-style-type: none"><li>• Print Areas</li></ul>
<ul style="list-style-type: none"><li>• If Statements</li></ul>	<ul style="list-style-type: none"><li>• Rows to Repeat at the Top</li></ul>
<ul style="list-style-type: none"><li>• Nested If Statements</li></ul>	<ul style="list-style-type: none"><li>• Page Breaks</li></ul>
<ul style="list-style-type: none"><li>• If And / If Or</li></ul>	DATA TO/FROM OTHER APPLICATIONS
<ul style="list-style-type: none"><li>• Linking Calculations</li></ul>	<ul style="list-style-type: none"><li>• Paste Linking</li></ul>
<ul style="list-style-type: none"><li>• VLookup and Hlookup</li></ul>	<ul style="list-style-type: none"><li>• Paste Special</li></ul>
WORKSHEETS	TABLES
<ul style="list-style-type: none"><li>• Inserting , Deleting Worksheets</li></ul>	<ul style="list-style-type: none"><li>• Creating a Table</li></ul>
<ul style="list-style-type: none"><li>• Moving and Copying Worksheets</li></ul>	<ul style="list-style-type: none"><li>• Table Styles</li></ul>
<ul style="list-style-type: none"><li>• Grouping Worksheets</li></ul>	<ul style="list-style-type: none"><li>• Sorting Information</li></ul>
<ul style="list-style-type: none"><li>• Hiding Columns &amp; Rows</li></ul>	<ul style="list-style-type: none"><li>• Filtering Information</li></ul>
<ul style="list-style-type: none"><li>• Freeze Panes</li></ul>	<ul style="list-style-type: none"><li>• Advanced Filtering</li></ul>
<ul style="list-style-type: none"><li>• Split Screen</li></ul>	<ul style="list-style-type: none"><li>• Subtotals</li></ul>

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### DEBY JAMES ASSOCIATES

49 Mount Pleasant, Redditch, Worcestershire, B97 4HY  
Email : [Deby@debyjames.co.uk](mailto:Deby@debyjames.co.uk) Website : [www.debyjames.co.uk](http://www.debyjames.co.uk)  
Telephone : 01527 585349 Mobile : 07887 743198