

# Microsoft Excel 2010 - Advanced


**2 day  
Course**

**Course Objectives** This course offers an understanding of the advanced capabilities of Excel 2010 and aims to give delegates the confidence to integrate the software effectively and efficiently into their work place. On completion of the course, delegates will be able to design flexible worksheets to suit their own working environment.

**Pre-requisite** Delegates are required to be competent in all Proficiency level skills before attending the Expert training course.

## Course Content

### Day 1

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| Module 1 | <b>Use Tables</b> - Sort data. Add multiple sort levels. Sort by colour. Use filters. Number filters. Remove Duplicates. Using sub-totals. Use database functions.   |
| Module 2 | <b>Pivot Tables</b> - Create Pivot Tables. Selecting and organising data. Formatting. Add filters. Grouping. Drill down. Create Pivot Charts. Slicer.  |
| Module 3 | <b>Import and Export Data</b> - Importing data to Excel. Export data from Excel. Publish and edit web worksheets and workbooks. Retrieve external data. Separate text into columns.  |
| Module 4 | <b>Review and Share Documents</b> – Add comments. Print comments. Share a workbook. Track changes in shared workbooks. Resolving conflicts. Show history of changes. View workbooks side by side. Merge workbooks. Protect Sheets. Protect Workbooks. Allow users to edit ranges. Password protecting files. |
| Module 5 | <b>Format Worksheets</b> – Number formats, custom formats. Cell styles. Conditional formatting. Sparklines. Data validation.   |

### Day 2

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|-----------|--|
| Module 6  | <b>Working with Ranges</b> – Create names. Use Names Manager. Use names in formulas. Lookup and reference functions (V Lookups and H Lookups). Group and outline data.                         |
| Module 7  | <b>Formula Auditing</b> - Check and review data and errors. Find cells referred to in a formula. Find formulae that refer to a cell. Locate invalid data. Use watch window. Evaluate formulas. |
| Module 8  | <b>What-If Analysis</b> – Goal Seek. Scenario manager. Summarise scenarios. Use Solver Add-In.   |
| Module 9  | <b>Printing</b> - Create custom views. Add logo to header or footer. Add path and file name. Different first page.   |
| Module 10 | <b>Macros</b> – Macro security. Saving as a Macro enabled workbook. Recording, running, and editing macros. Saving in the Personal workbook.   |

