

Excel 2010 Expert

- Designed for:** Those who wish to learn this popular spreadsheet program to an advanced level
- Pre-requisites:** Working knowledge of the Excel 2010 program, ideally having completed the Excel 2010 course
- Objectives:** To teach the Excel 2010 program to an advanced level and to cover the Microsoft Office Specialist (MOS) and ECDL Advanced (Spreadsheets) exams.

Course Content

- Lesson One – Including: Using AutoFill, carrying out date calculations, adding a worksheet background, showing/hiding gridlines and headings, creating and working with tables, converting text to columns, removing duplicates, consolidating data, hiding/unhiding worksheets, using paste special, creating a custom format
- Lesson Two – Including: Defining, using and managing named ranges, using named ranges in formulas, inserting, modifying and removing hyperlinks, formatting elements of a column chart, using functions: ROUND; SUMIF; SUMIF; IF; IFERROR; AND, using the IF function nested with OR
- Lesson Three – Including: Using conditional formatting, editing a conditional formatting rule, using the Rules Manager, formatting cells meeting a specific condition, applying more than one conditional formatting rule, sorting data using cell attributes, filtering data using cell attributes, using advanced filter options
- Lesson Four – Including: Recording and running macros, editing a macro, running a macro from the Quick Access Toolbar, deleting macros, using data validation, tracing precedent/dependent cells in a worksheet, evaluating formulas, tracing errors.
- Lesson Five – Including: Summarising data using subtotals, using database functions, grouping and ungrouping data, creating a pivot table, refreshing pivot table data, filtering information in a pivot table, formatting pivot table data, creating and using a slicer, formatting a slicer
- Lesson Six – Including: Using the VLOOKUP function, inserting an embedded object into a spreadsheet, inserting a linked object into a spreadsheet, using paste special to create a link between programs, linking Excel workbooks, using the scenario manager, setting up data tables
- Lesson Seven – Including: Protecting worksheet cells, applying and removing passwords, setting file properties, sharing workbooks, merging workbooks, tracking changes, accepting or rejecting changes, using the Document Inspector, marking a workbook as final, removing a password, adding a digital signature
- Lesson Eight – Including: Using statistical functions: COUNTA, COUNTBLANK, COUNTIF, using text functions: PROPER, UPPER; LOWER, CONCATENATE, using financial functions: PV; NPV; RATE, using nested functions

Benefits

- Learn how to use this popular spreadsheet program
- The flexibility and value of a self-study course designed to enable you to work at your own pace
- A personalised workbook to use as a reference guide on completion of the course
- The opportunity to gain the widely recognised Pitman Training Certificate

Course duration: 18-20 hours

What next: Outlook 2010