



Microsoft Excel (Advanced) 2010



Topics Covered:

Lookup Functions

- ✓ Understanding Data Lookup Functions
- ✓ Using CHOOSE
- ✓ Using VLOOKUP
- ✓ Using VLOOKUP For Exact Matches
- ✓ Using HLOOKUP
- ✓ Using INDEX
- ✓ Using MATCH
- ✓ Understanding Reference Functions
- ✓ Using ROW And ROWS
- ✓ Using COLUMN And COLUMNS
- ✓ Using ADDRESS
- ✓ Using INDIRECT
- ✓ Using OFFSET

Setting Excel Options

- ✓ Understanding Excel Options
- ✓ Personalising Excel
- ✓ Setting The Default Font
- ✓ Setting Formula Options
- ✓ Understanding Save Options
- ✓ Setting Save Options
- ✓ Setting The Default File Location
- ✓ Setting Advanced Options

Chart Object Formatting

- ✓ Understanding Chart Object Formatting
- ✓ Selecting Chart Elements
- ✓ Using Shape Styles To Format Objects
- ✓ Changing Column Colour
- ✓ Changing Pie Slice Colour
- ✓ Changing Bar Colours
- ✓ Changing Chart Line Colours
- ✓ Using Shape Effects
- ✓ Filling The Chart Area And The Plot Area
- ✓ Filling The Background
- ✓ The Format Dialog Box
- ✓ Using The Format Dialog Box
- ✓ Using Themes

Labels And Names

- ✓ Understanding Labels And Names
- ✓ Creating Names Using Text Labels
- ✓ Using Names In New Formulas
- ✓ Applying Names To Existing Formulas
- ✓ Creating Names Using The Name Box
- ✓ Using Names To Select Ranges
- ✓ Pasting Names Into Formulas
- ✓ Creating Names For Constants
- ✓ Creating Names From A Selection
- ✓ Scoping Names To The Worksheet
- ✓ Using The Name Manager
- ✓ Documenting Range Names

Protecting Data

- ✓ Understanding Data Protection
- ✓ Providing Total Access To Cells
- ✓ Protecting A Worksheet
- ✓ Working With A Protected Worksheet
- ✓ Disabling Worksheet Protection
- ✓ Providing Restricted Access To Cells
- ✓ Password Protecting A Workbook
- ✓ Opening A Password Protected Workbook
- ✓ Removing A Password From A Workbook

Summarising And Subtotalling

- ✓ Creating Subtotals
- ✓ Using A Subtotalled Worksheet
- ✓ Creating Nested Subtotals
- ✓ Copying Subtotals
- ✓ Using Subtotals With AutoFilter
- ✓ Creating Relative Names For Subtotals
- ✓ Using Relative Names For Subtotals

Data Linking

- ✓ Understanding Data Linking
- ✓ Linking Between Worksheets
- ✓ Linking Between Workbooks
- ✓ Updating Links Between Workbooks

Data Consolidation

- ✓ Understanding Data Consolidation
- ✓ Consolidating With Identical Layouts
- ✓ Creating An Outlined Consolidation
- ✓ Consolidating With Different Layouts

Pivot Tables

- ✓ Understanding Pivot Tables
- ✓ Creating A PivotTable Shell
- ✓ Dropping Fields Into A PivotTable
- ✓ Filtering A PivotTable Report
- ✓ Clearing A Report Filter
- ✓ Switching PivotTable Labels
- ✓ Formatting A PivotTable Report
- ✓ Understanding Slicers
- ✓ Creating Slicers

PivotTable Techniques

- ✓ Using Compound Fields
- ✓ Counting In A PivotTable Report
- ✓ Formatting PivotTable Report Values
- ✓ Working With PivotTable Grand Totals
- ✓ Working With PivotTable Subtotals
- ✓ Finding The Percentage Of Total
- ✓ Finding The Difference From
- ✓ Grouping In PivotTable Reports
- ✓ Creating Running Totals
- ✓ Creating Calculated Fields
- ✓ Providing Custom Names
- ✓ Creating Calculated Items
- ✓ PivotTable Options
- ✓ Sorting In A PivotTable

PivotCharts

- ✓ Creating A PivotChart Shell
- ✓ Dragging Fields For The PivotChart
- ✓ Changing The PivotChart Type
- ✓ Using The PivotChart Filter Field Button
- ✓ Moving PivotCharts To Chart Sheets

Goal Seeking

- ✓ Understanding Goal Seek Components
- ✓ Using Goal Seek

Grouping And Outlining

- ✓ Understanding Grouping And Outlining
- ✓ Creating An Automatic Outline
- ✓ Working With An Outline
- ✓ Creating A Manual Group
- ✓ Grouping By Columns

Solver

- ✓ Understanding How Solver Works
- ✓ Installing The Solver Add-In
- ✓ Setting Solver Parameters
- ✓ Adding Solver Constraints
- ✓ Performing The Solver Operation
- ✓ Running Solver Reports

Recorded Macros

- ✓ Understanding Excel Macros
- ✓ Setting Macro Security
- ✓ Saving a document as Macro enabled
- ✓ Recording A Simple Macro
- ✓ Running A Recorded Macro
- ✓ Relative Cell References
- ✓ Running a Macro with Relative References
- ✓ Viewing A Macro
- ✓ Editing A Macro
- ✓ Assigning A Macro To The Toolbar
- ✓ Running A Macro From The Toolbar
- ✓ Assigning A Macro To The Ribbon
- ✓ Assigning Keyboard Shortcut to a Macro
- ✓ Deleting A Macro
- ✓ Copying A Macro



Course Details:

Booking Information:

To reserve a place in this course please contact Envisage Training or visit our website to enrol online.

Envisage Training:

- Computer Training
- ICT & Software Applications
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- Customised Courses



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Duration:

1 Full Day

Who should attend:

Ideal for a person with a strong working knowledge of Microsoft Excel, who is seeking to become familiar with the advanced functions of the software. At the conclusion of this course, participants should have a very comprehensive understanding of MS Excel and its application.

Course Pre-requisites:

Participants should be familiar with working in a Windows environment and have a general computer working knowledge. One should also have a sound knowledge of Microsoft Excel.

Related Courses:

Why not extend on what you have learned in this course, and gain the skills needed to unleash the full power of the Microsoft Excel application. Envisage Training's basic, intermediate, and advanced courses will provide you with the training needed to give you every advantage.

➤ [Microsoft Office](#)