

AVP Training

Computer Software Training & Consulting

Excel 2010 Advanced (Level 3)

General Description

Enhance existing workbooks with lookup functions, set Excel options, apply password protection, perform advanced data analysis, create flexible and powerful summary reports using PivotTables and create macros to automate Excel operations

Learning Outcomes

- Use lookup functions including VLOOKUP, HLOOKUP and INDEX
- Customise Excel options such as the default font and file location
- Enhance chart formatting with shape styles, shape effects and themes
- Identify labels, create names, apply names to formulas and use the Name Manager
- Password protect worksheets and workbooks
- Produce subtotals to summarise data and use subtotals with Autofilter
- Link data between worksheets and workbooks
- Consolidate data stored in separate worksheets or workbooks with identical or different layouts
- Generate a PivotTable report with filtering and formatting
- Enhance PivotTable reports by grouping data, creating calculated fields and setting PivotTable options
- Use Goal Seek to generate a single data input required to achieve a desired outcome
- Group and outline data to easily alternate between detailed and condensed worksheets
- Apply Solver operations to obtain a required outcome based on one or more data inputs
- Record simple macros to automate Excel operations, edit macros and assign macros to the ribbon
- Create a variety of macros using the macro recorder and assign macros to objects

Duration

One day (Half day customised (selected topics) option available)

Prerequisite

Intermediate understanding of Excel

| | |
|--|-------------------------|
| Course Topics Excel 2010 Advanced (Level 3) | Lookup Functions |
| | Excel Options |
| | Chart Object Formatting |
| | Labels and Names |
| | Protecting Data |
| | Subtotalling Data |
| | Data Linking |
| | Consolidating Data |
| | PivotTables |
| | PivotTable Techniques |
| | PivotCharts |
| | Goal Seeking |
| | Grouping and Outlining |
| | Solver |
| Recording Macros | |
| Macro Recording Workshop | |

| | | |
|--|----------------------------------|--|
| AVP Training Computer Software Training & Consulting PO Box 100 Pascoe Vale South, VIC 3044 ABN: 51 105 755 484 | <i>'Training you to achieve'</i> | Andrew Papadakis M: 0419 220 525 E: avptraining@optusnet.com.au W: www.avptraining.com.au |
|--|----------------------------------|--|