

# Excel 2010 © Advanced



## Sutherland Computer Training

Duration: 1 Day

### TARGET AUDIENCE

This One-Day Course is for Microsoft Excel © users who wish to use some of the more advanced features.

### LEARNING OUTCOMES

The Course will provide skills and knowledge which will allow the attendee to create lookup functions, set Excel working options, enhance charts, protect worksheet data, perform seeking, and Solver, and create and use macros.

#### Lookup Functions

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

#### Setting Excel Options

- Understanding Excel Options
- Personalising Excel
- Setting the Default Font
- Setting Formula Options
- Understanding and 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 and Pie Slice Colour
- Changing Bar Colours and Chart Line Colours
- Using Shape Effects
- Filling the Chart Area, Plot Area + the Background
- Using the Format Dialog Box and 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 and from Selection
- Scoping Names to the Worksheet
- Using the Name Manager
- Documenting Range Names

#### PivotCharts

- Creating a PivotChart Shell
- Dragging Fields for the PivotChart
- Changing the PivotChart Type
- Using the PivotChart Filter Field Buttons
- Moving PivotCharts to Chart Sheets

#### 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 and Nested Subtotals
- Using a Subtotalled Worksheet
- Copying Subtotals
- Using Subtotals with AutoFilter
- Creating and Using Relative Names for Subtotals

#### Data Linking

- Understanding Data Linking
- Linking Between Worksheets and 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

#### Solver

- Understanding how Solver Works
- Installing the Solver Add-In
- Setting Solver Parameters
- Adding Solver Constraints
- Performing the Solver Operation
- Running Solver Reports

#### 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 + Difference From
- Grouping in PivotTable Reports
- Creating Running Totals
- Creating Calculated Fields
- Providing Custom Names
- Creating Calculated Items
- PivotTable Options
- Sorting in a PivotTable

#### 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

#### Recorded Macros

- Understanding Excel Macros
- Setting Macro Security
- Saving a Document as Macro Enabled
- Recording and Running a Simple Macro
- Relative Cell References
- Running a Macro with Relative References
- Viewing and Editing a Macro
- Assigning a Macro to the Toolbar
- Running a Macro from the Toolbar
- Assigning a Macro to the Ribbon
- Assigning a Keyboard Shortcut to a Macro
- Deleting a Macro
- Copying a Macro

#### Recorder Workshop

- Preparing Data for an Application
- Recording a Summation Macro
- Recording Consolidations and Divisional Macros
- Testing Macros
- Creating Objects to run Macros
- Assigning a Macro to an Object