

Excel 2010: Advanced

Code: CT11-062

Duration: 1 day(s)

Outline

Advanced functions

Logical functions

Math and statistical functions

Financial functions

Displaying and printing formulas

Lookups and data tables

Using lookup functions

Using MATCH and INDEX

Creating data tables

Advanced data management

Validating cell entries

Exploring database functions

PivotTables and PivotCharts

Working with PivotTables

Rearranging PivotTables

Formatting PivotTables

PivotCharts

Exporting and importing

Exporting and importing text files

Exporting and importing XML data

Querying external databases

Analytical options

Goal Seek and Solver

The Analysis ToolPak

Scenarios

Views

Macros and custom functions

Running and recording a macro

Working with VBA code

Creating functions

Conditional formatting and SmartArt graphics

Conditional formatting with graphics

SmartArt graphics

After completing this course, students will know how to:

- Use the IF and SUMIF functions to calculate a value based on specified criteria; use a nested IF function to evaluate complex conditions; use the ROUND function to round off numbers; and use the PMT function to calculate periodic payments for a loan.
- Use the VLOOKUP and HLOOKUP functions to find values in worksheet data; use the MATCH function to find the relative position of a value in a range; use the INDEX function to find the value of a cell at a given position in a range; and use data tables to project values.
- Use the Data Validation feature to validate data entered in cells; and use database functions to summarize data values that meet criteria you specify.
- Create a PivotTable for analysing and comparing large amounts of data; modify the PivotTable view by using slicers to filter data and by rearranging fields; improve the appearance of a PivotTable by changing its field settings and applying a style; and create a PivotChart to graphically display data from a PivotTable.
- Export data from Excel to other formats, and import data from a text file into an Excel workbook; import XML data into a workbook, and export data from a workbook to an XML data file; and use Microsoft Query and the Web query feature to import data from external databases.
- Use the Goal Seek and Solver utilities to meet a target output for a formula by adjusting the values in the input cells; use the Analysis ToolPak to perform statistical analysis; create scenarios to save various sets of input values that produce different results; and create views to save different sets of worksheet display and print settings.

Course Outline

- Run a macro to perform tasks automatically; record macros; assign a macro to a button, and use the button to run the macro; edit a macro by editing VBA code; and create a custom function to perform calculations when built-in functions are not available.
- Represent data graphically within cells by applying three forms of conditional formatting (data bars, colour scales, and icon sets); and insert and modify SmartArt graphics.

Prerequisites

Excel 2010: Intermediate or equivalent experience