

Excel 2010 Advanced

Course Details:

Learn how to:

- Analyze worksheet data by creating pivot tables
- Make use of external data sources
- Compare and contrast workbook files and file links
- Outline and consolidate worksheets
- Analyze worksheet data by using scenarios
- Ensure only the correct data is added to a sheet using validation techniques
- Record and modify macros by using the Visual Basic Editor
- Create and work with interactive Web documents

Pre-Requisites:

Delegates should have a very good working knowledge of using Excel 2010 as can be gained from our Excel 2010 Core Skills and Excel 2010 Intermediate courses.

Duration:

1 Day

Pivot Tables

What is a Pivot Table?
Pivot Table Definitions
Creating a Pivot Table
Managing Pivot Tables
Adjusting the Information in a Pivot Table
Multi-Layered Pivot Tables
Filtering a Pivot Table
Pivot Charts

Data Forms

What is a Data Form?
Viewing Records with a Data Form
Deleting Records with a Data Form
Adding New Records with a Data Form
Changing Records with a Data Form
Finding Specific Records with a Data Form

Data Tables

What is a Data Table?
Using Data Tables for Forecasting
Creating a One Input Data Table
Creating a Two Input Data Table

Scenarios

Creating a Scenario
Managing Scenarios
Creating a Summary Report

Goal Seek

What is Goal Seek?
Using Goal Seek to Achieve Your Target Figures
Goal Seeking with Complex Equations

Solver

What is Solver?
Defining a Problem in Solver
Using the Solver Tool to Get the Best Results

Sharing WorkBooks

Inserting Comments
Tracking Changes
Understanding the Change Log
Highlighting Changes
Accepting and Rejecting Changes
Sharing a WorkBook
Opening a Shared WorkBook
Saving Changes to a Shared WorkBook
Resolving Conflicts

Protecting and Hiding Information

Protecting Cells
Turning On Protection
Turning Off Protection
Hiding Information

Data Validation

Understanding Data Validation
Input Messages
Error Alerts
Using Lists

Macros

What is a Macro?
Recording a Macro
Running a Macro
Personal Macro Workbook
Adding a Macro to the Quick Access Toolbar
Excels Visual Basic Programming Language

Web Queries

Understanding Web Queries
Creating a Web Query

NEOS



IT Training

Any questions?

Give one of our expert staff a call.

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