

# Excel 2010 Intermediate

## Course Details:

### Learn how to:

- Colour code data based on its value
- Filter and sort data in tables
- Create decision-making functions
- Make use of date and time functions
- Make use of financial functions
- Make use of statistical functions
- Make use of text based functions
- Work with data across multiple workbooks and worksheets
- Share workbooks for collaborative working
- Import and Export data

### Pre-Requisites:

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

### Duration:

1 Day

#### Conditional Formatting

Introduction to Conditional Formatting  
Highlighting Specific Values  
Data Bars  
Color Scales  
Icon Sets  
Fine-Tuning Conditional Formatting  
Using Multiple Rules

#### Organizing Data Using Tables

Create Tables  
Modify Tables  
Format Tables

#### Sorting and Filtering

Sorting Data  
Multilevel Sorting  
Filtering a List with Autofilter  
Filtering a List with Advanced Filter

#### Working With Tables

Highlighting Duplicates  
Combining Data from Multiple Tables  
Auto Outline  
Automatic Subtotaling

#### Advanced Charting

Exploding Slices in a Pie  
Grouping Slices in a Pie  
Creating Combination Charts

#### Working with Graphics

Inserting Pictures  
Inserting ClipArt  
Creating AutoShapes  
Formatting Graphic Objects

#### Advanced Formulas and Functions

Inserting Functions  
Formula Building Recommendations  
Naming Cells and Ranges  
Logical Statements  
Conditional Formulas (AND, OR, NOT)  
IF Functions  
Nested IF Functions  
Combining IF with AND, OR, and NOT  
IS Functions  
Using IS with IF to Change Error Messages

#### Database Formulas and Functions

The LOOKUP Function  
Array Lookup  
Vector Lookup  
The VLOOKUP Function  
The HLOOKUP Function

#### Detailed Functions

Date and Time Calculations  
Text and Data Functions  
Mathematical Functions  
Statistical functions

#### Importing and Exporting

Exporting Data From Excel  
Importing Data From Other Applications  
CSV files

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## Any questions?

Give one of our expert staff a call.

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