

# Microsoft® Excel 2010 – Advanced

**Duration: 1 day**

This course is designed as a progression from the Excel Intermediate course and aims to teach participants the more advanced functions.

Delegates should have attended an Excel Intermediate course or have equivalent knowledge. Please refer to our Intermediate overview to check knowledge and understanding at that level before attending this course.

## Who should attend this course?

Individuals who use Microsoft Excel and its advanced functions

## Course Objectives

Upon completion of this course participants will be able to:

- Recap on key Excel functionality
- Analyse worksheet data using the Scenario Manager
- Create and apply validation checks
- Analyse worksheet data by creating Pivot Tables
- Record, modify and delete macros

## Course Outline

### Refreshing Knowledge

- Absolute cell reference
- Creating named ranges
- Creating V & HLOOKUPS
- Apply conditional formatting
- Protect workbooks and worksheets
- Tables

### Using Scenarios and Goal Seeker

- Using Scenario Manager
- Creating a Scenario
- Displaying a Scenario
- Editing a Scenario
- Creating a Scenario summary report
- Using Goal Seek

### Data Validation

- What is a data validation
- Creating a validation rule
- Adding validation warnings and alerts
- Removing validation rules

### Pivot Tables

- Creating a PivotTable report
- Adding PivotTable report fields
- Refreshing a PivotTable report
- Formatting a PivotTable report
- Drilling down
- Creating a Pivot Chart

### Recording Macros

- Recording a macro
- Assigning a shortcut key
- Using relative references
- Deleting a macro