

Microsoft® Excel 2010 – Intermediate

Duration: 1 day

Who should attend this course?

This course is designed as a progression from Excel Introduction. Participants will explore further formulas/functions and how to create calculations which span several worksheets or books.

Requirements

Participants should have attended the Excel Introduction course or have equivalent knowledge.

Course Objectives

Upon completion of this course participants will be able to:

- Use range names
- Explore and use VLOOKUP, HLOOKUP and IF functions
- Copy, move and group worksheets
- Create 3-D formulas
- Use 3-D ranges in functions
- Use conditional formats
- Use paste special
- Protect, lock and assign a password to a worksheet

Course Outline

Using Range Names

- Working with range names
- Jumping to a named range
- Assigning names
- Using range names in formulas
- Creating range names from headings

Using Advanced Functions

- Using the VLOOKUP function
- Using the HLOOKUP function
- Using the IF function
- Other useful functions

Managing Worksheets

- Copying worksheets
- Moving worksheets
- Using grouped worksheets
- Moving data between worksheets
- Copying data between worksheets
- Creating 3-D formulas
- Using 3-D ranges in functions

Using Conditional Formats

- Applying conditional formats
- Changing a conditional format
- Adding a conditional format
- Deleting a conditional format
- Creating a custom format

Using Paste Special

- Working with Paste Special
- Copying values between worksheets
- Copying formulas between worksheets

Using Worksheet Protection

- Unlocking cells in a worksheet
- Protecting a worksheet
- Unprotecting a worksheet
- Protecting workbook windows
- Unprotecting workbook windows
- Assigning a password
- Opening a password protected file