

Excel 2010 - Part 3

Course Overview

[View Course Dates & Register Today](#)

This is a 1-day class

The students will learn about some of the more advanced features of Excel including automating common tasks, auditing workbooks to avoid errors, sharing data with other people, analyzing data, and using Excel data in other applications.



Who Should Attend

This course is intended for students who are experienced Excel 2010 users who have a desire or need to advance their skills in working with some of the more advanced Excel features. Students will likely need to troubleshoot large, complex workbooks, automate repetitive tasks, engage in collaborative partnerships involving workbook data, construct complex Excel functions, and use those functions to perform rigorous analysis of extensive, complex datasets.

Other Prerequisites

To ensure success, students should have practical, real-world experience creating and analyzing datasets using Excel 2010. Specific tasks students should be able to perform include: creating formulas and using Excel functions; creating, sorting, and filtering datasets and tables; presenting data by using basic charts; creating and working with PivotTables, slicers, and PivotCharts; and customizing the Excel environment.

Course Outline

1 Working with Multiple Worksheets and Workbooks Simultaneously

- Use 3-D References
- Use Links and External References
- Consolidate Data

2 Sharing and Protecting Workbooks

- Collaborate on a Workbook
- Protect Worksheets and Workbooks

3 Automating Workbook Functionality

- Apply Data Validation
- Work with Forms and Controls
- Work with Macros

4 Applying Conditional Logic

- Use Lookup Functions
- Combine Functions
- Use Formulas and Functions to Apply Conditional Formatting

5 Auditing Worksheets

- Trace Cells
- Search for Invalid Data and Formulas with Errors
- Watch and Evaluate Formulas

Excel 2010 - Part 3

6 Using Automated Analysis Tools

- Determine Potential Outcomes by Using Data Tables
- Determine Potential Outcomes by Using Scenarios
- Use the Goal Seek Feature
- Activate and Use the Solver Tool
- Analyze Data with Analysis ToolPak Tools

7 Presenting Your Data Visually

- Use Advanced Chart Features
- Create Sparklines