

Microsoft Excel 2010 Advanced

Duration: 1 Day

This course has been designed for regular excel users who would like a better understanding of the analysis tools available and some advanced functions.

The following gives a brief overview of the course content. This is only a suggestion and may be tailored to better suit the delegates' requirements.

Worksheet Functions

- Using the function wizard
- Calculate using statistical functions

Logical Functions

- Basic if statements
- Nested If Statements

Data Tables

- Extending calculations to include variable elements

Solver

- Using variables to arrive at optimal solutions

Macros

- Creating, saving and replaying macros

Goal Seek

- Calculating variables based on a fixed result

Lookup Tables

- Using the Lookup function
- Calculating with conditional criteria

Scenarios

- Saving scenarios containing different variable elements

Pivot Tables

- Creating and using pivot tables
- Formatting pivot tables
- Creating and using pivot charts
- Formatting pivot charts
- Using slicer

Data Validation

- Setting up Validation for Inputs
- Using Data Validation
- Using Data Validation to Test Existing Data
- Creating a Drop Down List