

# Excel 2010 Advanced

1316

2 Days

## Description

This course builds on the skills and concepts taught in Excel 2010: Beyond Basics course. Students will learn to work with PivotTables and PivotCharts. They will learn how to create and apply cell names, create and modify charts, and manage large workbooks. They will start working with more advanced formatting options including styles, themes, and backgrounds. Students will learn about running and recording macros, work with advanced formulas, as well as lookup functions such as VLOOKUP, MATCH, and INDEX. In addition, students will learn about data validation. Finally, students will learn advanced charting techniques, use of trend lines, worksheet auditing and protection, file sharing and merging.

## Prerequisites

- Microsoft Excel 2010 Beyond Basics

## Who Should Take This Course?

Professionals who know the Beyond Basics level skills and want to master Advance skills and features that will improve their productivity with Excel.

## Objectives

- PivotTable and PivotCharts
- Cell and Range Names
- Managing Large Workbooks
- Advanced Formatting
- Macros
- Logical and Statistical Functions
- Financial and Date Functions
- Lookups
- Advanced Data Management
- Documenting and Auditing
- Charts
- Advanced Charting

## Outline

### PivotTables and PivotCharts

- Working with PivotTables
  - Examining PivotTables
    - The PivotTable command
    - Using an external data source
  - Adding fields
    - Using fields to filter data
  - Inserting slicers
    - Using slicers to filter data
    - Modifying slicers
    - Deleting slicers
  - Rearranging PivotTables
    - Moving fields
    - Collapsing and expanding details
    - Refreshing PivotTable data
  - Formatting PivotTables
    - Using styles
    - Changing field settings
  - Using PivotCharts
    - Creating PivotCharts
    - Changing the view of a PivotChart

### Cell and Range Names

- Creating and using names
  - Defining names for cells or ranges
  - Using a named range as a reference in a formula
  - The Create from Selection command
  - The Apply Names command
- Managing names
  - The Name Manager
    - Using the Name Manager to change and delete names
  - Using 3-D names

### Managing Large Workbooks

- Viewing large worksheets
  - Locking row and column headings in place
  - Opening and arranging windows
  - Splitting a worksheet

## ExecuTrain Course Outline

- Hiding rows and columns
  - Hiding and unhiding worksheets
- Minimizing the Ribbon to see more of the worksheet
- Printing large worksheets
  - Print titles
  - Page breaks
    - Page Break Preview
  - Using different even and odd headers and footers
- Working with multiple worksheets
  - Selecting worksheets
  - Renaming worksheets
    - Formatting worksheet tabs
    - Grouping worksheet tabs
  - Managing multiple worksheets
  - Inserting worksheets
  - Moving and copying worksheets
  - Deleting worksheets
  - Printing multiple worksheets

### Advanced Formatting

- Using special number formats
  - Built-in and custom formats
  - Zero values
  - Custom number formats
- Using functions to format text
  - The PROPER, UPPER, and LOWER functions
  - The SUBSTITUTE function
- Working with styles
  - Creating and applying styles
    - Built-in styles
    - Custom styles
  - Modifying built-in or custom styles
- Working with themes
  - Theme colors
  - Applying themes
  - Defining theme colors
    - Changing and saving other theme attributes
- Other advanced formatting
  - Merging cells
  - Wrapping text
  - Changing the orientation of cell contents
  - Splitting merged cells
  - Transposing data
  - Using Paste Special operations
  - Adding backgrounds to a worksheet
  - Adding watermarks

### Macros

- Running and recording a macro
  - Running macros
    - Enabling macros
    - Trust Center macro settings
  - Recording macros
    - Saving files with macros
  - Assigning macros to command buttons

- Adding a macro button to the Quick Access Toolbar
- Adding a macro button to the Ribbon
- Inserting macro buttons in the worksheet
- Modifying the button (form control) properties
- Creating an Auto\_Open macro
  - Enabling macros
- Working with VBA code
  - Examining VBA code
  - Observing a VBA code module
  - Editing VBA code

### Logical and Statistical Functions

- Logical functions
  - The IF function
    - Editing conditions in a formula
  - Using a formula to apply conditional formatting
  - Creating nested functions
  - The OR, AND, and NOT functions
  - Nested IF functions
  - The IFERROR function
- Math and statistical functions
  - The SUMIF function
  - The COUNTIF function
  - The AVERAGEIF function
  - The ROUND function
    - Evaluation order of conditions

### Financial and Date Functions

- Financial functions
  - The PMT function
- Date and time functions
  - Using date functions
    - TODAY
    - YEAR
    - DAYS
    - NETWORKDAYS
  - Arguments in date functions
- Time functions
  - NOW
  - Subtracting times
- Array formulas
  - Using array formulas
    - Creating array formulas
  - Applying arrays to functions
  - Modifying array formulas
- Displaying and printing formulas
  - Viewing formulas in a worksheet
  - Hiding formulas
  - Disabling automatic calculation of formulas

### Lookups

- Using lookup functions
  - HLOOKUP and VLOOKUP
  - Using VLOOKUP to find exact matches

## ExecuTrain Course Outline

- Using VLOOKUP to find approximate matches
- Using HLOOKUP to find exact matches
- Using HLOOKUP to find approximate matches
- Using MATCH and INDEX
  - The MATCH function
  - The INDEX function

### Advanced Data Management

- Validating cell entries
  - Validating data
  - Setting data validation rules
    - Pasting validation rules
  - Using date and list criteria in data validation rules

### Documenting and Auditing

- Auditing features
  - Tracing cell values
  - Tracing errors in a worksheet
- Comments in cells and workbooks
  - Viewing comments
  - Adding and managing cell comments
    - Comment display options
    - Adding workbook comments
- Protection
  - Applying password protection to a worksheet
  - Protecting parts of a worksheet
  - Protecting a workbook
  - Protecting worksheets by using digital signatures
- Workgroup collaboration
  - Sharing workbooks
    - Modifying a shared workbook
  - Merging workbooks
  - Tracking changes
  - Preparing workbooks for distribution
  - Finalizing workbooks

### Charts

- Chart basics
  - Creating and moving a chart
    - Chart data
  - Moving charts within workbooks
  - Chart elements
    - Pie charts
- Formatting charts
  - Chart types
  - Chart styles and layouts
  - Adding and formatting chart elements
    - Axis titles
    - Legends

### Advanced Charting

- Chart formatting options
  - Changing a chart's scale
  - Formatting data points
    - Labeling data points
  - Formatting pie charts
- Combination charts
  - Changing chart types and adding axes
  - Adding trendlines
  - Sparklines
    - Inserting sparkline
    - Modifying sparklines
  - Chart templates
    - Saving a chart as a template
- Graphical elements
  - Drawing objects
  - Formatting graphical elements
  - Adding pictures
    - Modifying pictures
      - Resizing a picture
      - Modifying a picture