EXCEL 2010 ADVANCED

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COURSE LENGTH: 1.0 DAYS

Excel 2010 is a spreadsheet application in the Microsoft 2010 Office Suite. Excel allows you to store, manipulate, and analyze data in organized workbooks for personal and business tasks.

This Microsoft Excel 2010 Advanced training course is the third and final course in the Excel 2010 series. This course helps participants get a deeper understanding of the advanced functions and features available, and elevates the participants' Excel skills to an expert level.

This course from PD Training is designed for participants to learn how to automate common tasks; apply advanced analysis techniques to more complex data sets;use logical, math and statistic functions; and leverage on Excel's advanced functionality to boost productivity and streamline everyday work.

This training course is now available in Malaysia and Kuala Lumpur.

This Microsoft Excel 2010 Advanced training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

Click on the In-house tab below to generate an instant quote.

EXCEL 2010 ADVANCED COURSE OUTLINE

FOREWORD

This Excel 2010 Advanced training course running in Kuala Lumpur and Malaysia wide, is rated 5.0/5.0 in overall quality by ProCert Labs, builds on the skills and concepts taught in Excel 2010: Intermediate. Participants will work with advanced formulas, as well as lookup functions such as VLOOKUP, MATCH, and INDEX. In addition, participants will learn about data validation and database functions such as DSUM. They will learn how to import and export data, and how to query external databases.

Finally, participants will learn about the analytical features of Excel (such as Goal Seek and Solver), running and recording macros, SmartArt graphics, and conditional formatting with graphics.

This course will help participants prepare for the Microsoft Office Specialist core-level exam for Excel 2010 (exam 77-882) and the Microsoft Office Specialist Expert exam for Excel 2010 (exam 77-888). For comprehensive certification training, participants should complete the Introduction, Intermediate, and Advanced courses for Excel 2010.

Prerequisites:

Excel 2010: Intermediate or equivalent experience.

OUTCOMES

After completing this course participants will know how to:
- Use logical functions (IF, OR, AND & NOT)
- Use math & statistical functions
- Use the PMT function
- Use data functions (YEAR, DAYS360 & NETWORKDAYS)
- Calculate time
- Create array formulas
- Use VLOOKUP, MATCH & INDEX functions
- Validate data
- Use database functions
- Import & export text files
- Import & export XML data
- Use Goal Seek & Solver
- Use the Analysis ToolPak
- Create scenarios
- Run and record macros
- Edit VBA modules
- Create custom functions

MODULES

Lesson 1: Introduction
- Introduction
- Personal learning goals of each participant
- Plan and structure for the day

Lesson 2: Logical and statistical functions
- Logical functions
- Math and statistical functions

Lesson 3: Financial and date functions
- Financial functions
- Date and time functions
- Array formulas
- Displaying and printing formulas

Lesson 4: Lookups and data tables
- Using lookup functions
- Using MATCH and INDEX
- Creating data tables

Lesson 5: Advanced data management
- Validating cell entries
- Exploring database functions

Lesson 6: Exporting and importing
- Exporting and importing text files
- Exporting and importing XML data
- Getting external data

Lesson 7: Analytical tools
- Goal Seek and Solver
- The Analysis ToolPak
- Scenarios

Lesson 8: Macros and customer functions
- Running and recording a macro
- Working with VBA code
- Creating functions

WEB LINKS

- ➢ [View this course online](#)
- ➢ [In-house Training Instant Quote](#)