



Excel 2010 Advanced

Course Aims

To assist the user in becoming more proficient in Excel's advanced data analysis, formatting and handling capabilities.

Learning Outcomes

Upon completion of this course the participant will be able to perform a selection of the tasks listed below:

- ❖ establish data tables to speed the calculation of functions where one or two arguments take on a variety of values
- ❖ outline a complex, detailed worksheet to speed, simplify and control the display of differing levels of summary data
- ❖ create custom views to control viewing and printing
- ❖ create and manage scenarios – named collections of values
- ❖ bring text files into Excel and separate data into distinct columns
- ❖ use and manage tables, including sorting, filtering, subtotaling and preparing pivot table reports.
- ❖ use Goal Seek and Solver to analyse data
- ❖ utilise a variety of Excel's functions
- ❖ record, edit, debug and comment a basic macro and run it from, hot-key combination, worksheet button or toolbar icon

Course Content

Data Tables

One-Input Data Table
Two-Input Data Table

Outlining

Different Ways to Create an Outline
Creating an Automatic Outline
The Parts of an Outline Display
Hiding / Showing Detail
Removing an Outline
Creating an Manual Outline
Adding Automatic Styles
Modifying Existing Styles
Selecting Visible Cells Only
Displaying Outline Symbols

Custom Views

Adding a Custom View
Showing a Custom View
Deleting Custom Views

Scenario Manager

Creating a Scenario
Deleting a Scenario
Showing a Scenario
Editing a Scenario
Hiding and/or Preventing Changes
to Scenarios
Re-Displaying a Hidden Scenario
Summary Reports

Converting Text to Columns

Using Copy, Paste
Open A Text (*.Txt) File In Excel
Concatenating Data

Solver and Goal Seek

Goal Seek
Solver
Report Results
Save Scenario
Resetting Solver

Tables

Create a Table From Existing data
Change the Table Name
Change the Table Style
Creating a Total Row
Adding Table Rows and Columns
Creating a Calculated Column
Sorting a Table
 Sorting a Table by Multiple Fields
 Sorting a Table by Colour or Icon
Using Autofilter
 Unfiltering A Table
 Using Text Filters
 Using Number Filters
 Removing Calculations in a Filtered
 Table
 Removing a Table

SubTotalling

- Automatic Subtotals
- Removing Subtotals

Pivot Table Reports and Charts

- Adding PivotTable Report Fields
- Adding a Report Filter Field Item
- Changing the Summary Function
- Creating Report Filter Pages
- Creating a PivotChart Report
- Inserting and using Slicers

Data Integrity

Overview

Conditional Formatting

- Going To Cells With Conditional Formatting
- Deleting Conditional Formatting

Data Validation

- Restricting Cell Entries To Numbers / Dates / Times Within Specified Limits
- Restricting Cell Entries To The DataForm List
- Limiting The Number Of Characters In Cell Entries
- Custom validation

Macros

- Understanding Macros
- Recording And Running A Macro
- Understanding Macro Code
- Debugging Using Step Mode
- Editing A Macro
- Adding Comments To A Macro

Course Duration

Two Days 9:00am to 4:00pm

Venue: 3-5 Bennett Street (Gr. Fl.)
East Perth WA 6004

Telephone: 08 9221 0688
08 9221 0687