



Microsoft Excel Training

Microsoft Excel 2010 Advanced

Who Should Do This Course?

This course is intended for current Microsoft Excel users who wish to extend their knowledge and skills beyond building and formatting simple workbooks.

Students should of already completed Excel Beginner and Intermediate courses or should know how to create and save excel workbooks, create formulas, use functions and perform simple formatting of the data before doing this course.

Duration: 1 day

Class size: 10 students max

Times: 9:00am - 5:00pm

Price: Refer to our website for current course and package pricing

After the course?

Each student will receive:

- Certificate of completion
- Training manual
- 12 months FREE email support
- FREE class re-sit (if necessary)

About The Course

This course covers aspects of Microsoft Excel beyond building basic workbooks and deals with workbook automation and productivity features. It includes Advanced analysis tools, especially pivot tables, Solver, outlining and summarising and automating workbook operations using macros.

Learning Outcomes

Upon successful completion of this course, students will be able to:

- use a range of lookup and reference functions
- modify Excel options
- use a range of formula techniques
- protect data in worksheets and workbooks
- summarise data using subtotals and relative range naming
- use data linking to create more efficient workbooks
- use the Data Consolidation feature to combine data from several workbooks
- understand and create simple PivotTables
- construct and operate PivotTables using some of the more advanced techniques
- use goal seeking to determine the values required to each a desired result
- group cells and use outlines to manipulate the worksheet
- use Solver to solve more complex and intricate problems
- create recorded macros in Excel
- use the macro recorder to create a variety of macros

Content

Unit 1: Setting Excel Options

- Understanding Excel Options
- Personalising Excel
- Setting The Default Font
- Setting The Formula Options
- Understanding Save Options
- Setting Save Options
- Setting The Default File Location
- Setting Advanced Options

Unit 2: Looking up functions

- Understanding Data Lookup Functions
- Using CHOOSE
- Using VLOOKUP
- Using VLOOKUP For Exact Matches
- Using HLOOKUP
- Using INDEX
- Using MATCH
- Understanding Reference Functions
- Using ROW And ROWS
- Using COLUMN And COLUMNS
- Using ADDRESS
- Using INDIRECT
- Using OFFSET

Unit 3: Formula Techniques

- Scoping A Formula
- Developing A Nested Function
- Creating Nested Functions
- Editing Nested Functions
- Copying Nested Functions
- Using Concatenation
- Switching To Manual Recalculation
- Forcing A Recalculation
- Pasting Values From Formulas

Unit 4: Goal Seeking

- Goal Seeking Components
- Using Goal Seek

Unit 5: Data Linking

- Understanding Data Linking
- Linking Between Worksheets
- Linking Between Workbooks
- Updating Links Between Workbooks

Unit 6: Data Consolidation

- Understanding Data Consolidation
- Consolidating With Identical Layouts
- Creating An Outlined Consolidation
- Consolidating With Different Layouts

Unit 7: Protecting Data

- Understanding Data Protection
- Providing Total Access To Cells
- Protecting A Worksheet
- Working With A Protected Worksheet
- Disabling Worksheet Protection
- Providing Restricted Access To Cells
- Password Protecting A Workbook
- Opening A Password Protected Workbook
- Removing A Password From A Workbook

Unit 8: Summarising And Subtotalling

- Creating Subtotals
- Using A Subtotalled Worksheet
- Creating Nested Subtotals
- Copying Subtotals
- Using Subtotals With AutoFilter
- Creating Relative Names For Subtotals
- Using Relative Names For Subtotals

Unit 9: Grouping And Outlining

- Understanding Grouping And Outlining
- Creating An Automatic Outline
- Working With An Outline
- Creating A Manual Group
- Grouping By Columns

Unit 10: PivotTables

- Understanding Pivot Tables
- Creating A PivotTable Shell
- Dropping Fields Into A PivotTable
- Filtering A PivotTable Report
- Clearing A Report Filter
- Switching PivotTable Labels
- Formatting A PivotTable Report
- Understanding Slicers
- Creating Slicers

Unit 11: PivotTable Techniques

- Using Compound Fields
- Counting In A PivotTable Report
- Formatting PivotTable Report Values
- Working With PivotTable Grand Totals
- Working With PivotTable Subtotals
- Finding The Percentage Of Total
- Finding The Difference From
- Grouping In PivotTable Reports
- Creating Running Totals
- Creating Calculated Fields
- Providing Custom Names
- Creating Calculated Items
- PivotTable Options
- Sorting In A PivotTable

Unit 12: PivotCharts

- Creating A PivotChart Shell
- Dragging Fields For The PivotChart
- Changing The PivotChart Type
- Using The PivotChart Filter Pane
- Moving PivotCharts To Chart Sheets

Unit 13: Recorded Macros

- Understanding Excel Macros
- Setting Macro Security
- Saving A Document As Macro Enabled
- Recording A Simple Macro
- Running A Recorded Macro
- Relative Cell References
- Running A Macro With Relative References
- Viewing A Macro
- Editing A Macro
- Assigning A Macro To The Toolbar
- Running A Macro From The Toolbar
- Assigning A Macro To The Ribbon
- Assigning A Keyboard Shortcut To A Macro
- Deleting A Macro
- Copying A Macro

Unit 14: Recorder Workshop

- Preparing Data For An Application
- Recording A Summation Macro
- Recording Consolidations
- Recording Divisional Macros
- Testing Macros
- Creating Objects To Run Macros
- Assigning A Macro To An Object

Unit 15: Solver

- Understanding How Solver Works
- Installing The Solver Add-In
- Setting Solver Parameters
- Adding Solver Constraints
- Performing The Solver Operation
- Running Solver Reports

Looking for course dates?

To view a full list of course dates, please visit our website at www.dynamicwebtraining.com.au
Alternatively please contact our office on **1300 888 724**