

Microsoft Excel 2010 - Advanced

General Description

Use the VLOOKUP function, set default Excel options, apply password protection, create PivotTables and record macros.

Learning Outcomes

- Use various lookup and reference functions including VLOOKUP, INDEX and MATCH
- Personalise Excel by setting the default file location and customising advanced options
- Format chart objects using shape styles, shape effects and themes
- Define names for ranges, use names in formulas and manage names with the Name Manager
- Protect data in worksheets and workbooks with optional password security
- Create subtotals for a list of records and use subtotals with AutoFilter
- Link data between worksheets and workbooks using linking formulas
- Use data consolidation to create summary calculations based on data stored in multiple worksheets
- Create a formatted PivotTable report including standard and slicer based filtering
- Enhance PivotTables with compound fields, formatted values, calculated fields and running totals
- Create a PivotChart shell, add fields to the PivotChart and use the PivotChart Filter Field buttons
- Perform what-if analysis using the Goal Seek tool
- Create automatic and manual outlines to provide summary views of worksheets
- Perform Solver operations and generate Solver reports
- Create and manage recorded macros with absolute and relative references
- Produce a collection of recorded macros and assign macros to objects

Duration

One Day

Prerequisite

Intermediate understanding of Microsoft Excel

Topics

Lookup Functions

Setting Excel Options

Chart Object Formatting

Labels and Names

Protecting Data

Summarising and Subtotalling

Data Linking

Data Consolidation

PivotTables

PivotTable Techniques

Pivot Charts

Goal Seeking

Grouping and Outlining

Solver

Recorded Macros

Recorder Workshop