

Excel 2010: Advanced

(Course Number: OFFT-3892)

Topic-Level Outline

Prerequisites: *Excel 2010: Intermediate* or equivalent experience

Participants will work with advanced formulas, as well as lookup functions such as VLOOKUP, MATCH, and INDEX. In addition, students will learn about data validation and database functions such as DSUM. They will learn how to work with PivotTables and PivotCharts, how to import and export data, and how to query external databases. Finally, students 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.

Advanced functions

- Logical functions
- Math and statistical functions
- Financial functions
- Displaying and printing formulas

Lookups and data tables

- Using lookup functions
- Using MATCH and INDEX
- Creating data tables

Advanced data management

- Validating cell entries
- Exploring database functions

PivotTables and PivotCharts

- Working with PivotTables
- Rearranging PivotTables
- Formatting PivotTables
- PivotCharts

Exporting and importing

- Exporting and importing text files
- Exporting and importing XML data
- Querying external databases

Analytical tools

- Goal Seek and Solver
- The Analysis ToolPak
- Scenarios
- Views

Macros and custom functions

- Running and recording a macro
- Working with VBA code
- Creating functions

Conditional formatting and SmartArt graphics

- Conditional formatting with graphics
- SmartArt graphics