

## Microsoft Excel 2010 Advanced

### Course length

1 day

### Why come on this course?

The skills and knowledge acquired in Microsoft Excel 2010 Advanced are sufficient to be able to use and operate the software at an efficient level.

### Who is it for?

This course is designed for users who are keen to extend their understanding and knowledge of the software. The course assumes the delegate has attended the Excel 2010 Introduction and Excel 2010 Intermediate courses or has equivalent knowledge. The recommended maximum is 8 delegates.

### What will I learn?

At the completion of this course delegates will be able to:

- Create and use labels and names in a workbook
- Use the formula auditing tools to find and fix formula errors
- Use the range of paste special options
- Use a variety of financial functions
- Use the statistical function in Excel
- Perform what-if analysis on a range of data using data tables
- Use advanced filters to view or extract matching records from a list of data
- Use goal seeking to determine the values required to reach a desired result
- Use solver to solve more complex and intricate problems
- Create and work with 'what-if' analysis using scenarios
- Summarise and present information in a PivotTable report
- Construct and operate PivotTables using some of the more advanced techniques
- Create recorded macros in Excel
- Use the macro recorder to create a variety of macros

### Course style

The course will be highly interactive, encouraging participation and making use of exercises. There will be the opportunity for skills practice and review in each section.

### Course materials

Course manuals are provided to each delegate to support topics covered on the workshop. Certificates of attendance will be presented to each participant after training has been completed.

## Course contents

### Labels and names

- Understanding labels and names
- Creating names using text labels
- Using names in new formulas
- Applying names to existing formulas
- Creating names using the names box
- Using names to select ranges
- Pasting names into formulas
- Creating names for constants
- Creating names from a selection
- Scoping names to the worksheet
- Using the name manager
- Documenting range names

### Formula auditing

- Understanding tracing precedents
- Understanding tracing dependents
- Tracing precedents and dependents
- Showing formulas and cell arguments
- Common error messages
- Understanding error checking
- Checking for errors
- Tracing errors
- Evaluating formulas
- Using the watch window
- Dealing with circular references

### Special pasting

- Understanding pasting options
- Pasting as a picture or hyperlink

### Financial functions

- Understanding financial functions
- Using PMT
- Using FV
- Using NPV
- Using PV
- Using RATE
- Using EFFECT
- Using NOMINAL

### Statistical functions

- Understanding statistical functions
- Status bar statistics
- Using count and COUNTA
- Using COUNTBLANK
- Using COUNTIF
- Using MODE
- Using MEDIAN
- Using LARGE and SMALL

Using STDEV

Using VAR

### Data tables

- Data table components
- Using a simple what-if model
- Creating a one-variable table
- Using one-variable data tables
- Creating a two-variable data table

### Advanced filtering

- Understanding advanced filtering
- Using an advanced filter
- Extracting records using advanced filters
- Using formulas in criteria
- Understanding database functions
- Using database functions
- Using DSUM
- Using DMIN
- Using DMAX
- Using DCOUNT

### Summarising data

- Summarising data features
- Subtotalling a list
- Using a subtotalled worksheet
- Creating nested subtotals
- Copying subtotals

### Goal seeking

- Goal seeking components
- Using goal seek

### Solver

- Installing the solver add-in
- Understanding how solver works
- Setting solver parameters
- Adding solver constraints
- Performing the solver operation
- Running solver reports
- Refining solver answers

### Scenarios

- Understanding scenarios
- Creating a default scenario
- Creating scenarios
- Using names in scenarios
- Displaying scenarios
- Creating a scenario summary report
- Merging scenarios

## PivotTables

- Understanding PivotTables
- PivotTable basics
- Working with the PivotTable field list
- Creating the PivotTable
- Adding fields to a PivotTable
- Value field settings
- Applying a filter to a PivotTable
- Changing the PivotTable report layout
- Manipulating PivotTable detail
- Creating a PivotTable report

## PivotTable techniques

- Using compound fields
- Counting in a PivotTable
- Formatting PivotTable values
- Working with PivotTable grand totals
- Working with PivotTable subtotals
- Finding the percentage of total
- Finding the difference from
- Grouping in PivotTables
- Creating running totals
- Creating calculated fields
- Providing custom names
- Creating calculated items
- PivotTable options
- Sorting in a PivotTable

## PivotCharts

- Creating a PivotChart shell
- Dragging fields for the PivotChart
- Changing the PivotChart type
- Using the PivotChart filter pane
- Moving PivotCharts to chart sheets




## 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 keyboard shortcut to a macro
- Deleting a macro
- Copying a macro
- Tips for developing macros

## 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

### How do I book?

-  Call us now on 020 8658 6994
-  Email us at [admin@alphatraining.com](mailto:admin@alphatraining.com)
-  Download our public course schedule