



MOS Excel 2010 - Expert

Course Aims

In this course, the participant will be introduced to the more advanced features of Microsoft Excel 2010. The participant will learn how to manage, filter and generate reports from Excel data. The course also shows the participant how to summarize and analyze data using tools such as Pivot Tables, Scenarios and Goal Seek. Additionally, participants will learn how to create macros to automate some repetitive tasks, as well as how to protect worksheets and workbooks. At the end of the course, the participant will be able to demonstrate the ability to manage and analyze data efficiently with Microsoft Excel 2010.

This course prepares the participants for the Microsoft Office Specialist exams.

Pre-requisites

An understanding of MS Excel 2010 basic and intermediate level is required.

Level	Duration	Time
Advanced	3 Days / 24 Hours	9:00 am to 6:00 pm

Module 1. APPLYING WORKBOOK SETTINGS

- Setting Workbook Properties
- Workbook Calculation Settings
- Importing and Exporting XML Data
- Practice – Applying Workbook Settings

Module 2. SHARING WORKBOOKS

- Using Shared Workbooks
- Saving a Shared Workbook
- Viewing Users Sharing a Workbook
- Viewing Shared Workbook Changes
- Changing the Update Frequency
- Highlighting Changes
- Managing Conflicting Changes
- Resolving Conflicting Changes
- Setting Change History Options
- Adding a History Worksheet
- Reviewing Tracked Changes
- Merging Shared Workbook Files
- Practice - Sharing Workbooks

Module 3. USING CONDITIONAL AND CUSTOM FORMATS

- Applying Conditional Formats
- Changing a Conditional Format
- Adding a Conditional Format
- Creating a Custom Conditional Format
- Using Data Bars
- Deleting a Conditional Format
- Creating a Custom Number Format
- Practice - Using Conditional and Custom Formats

Module 4. USING TEMPLATES

- Working with Templates
- Saving a Workbook as a Template
- Using a Template
- Editing a Template
- Inserting a New Worksheet
- Deleting a Template
- Finding Online Templates
- Practice - Using Templates

Module 5. WORKING WITH ADVANCED FILTERS

- Creating a Criteria Range
- Using a Criteria Range
- Showing All Records
- Using an Advanced And Condition
- Using an Advanced Or Condition
- Copying Filtered Records
- Using Database Functions

- Finding Unique Records
- Removing Duplicates from a Table
- Practice - Working with Advanced Filters

Module 6. CREATING/REVISING PIVOTTABLES

- Creating a PivotTable Report
- Adding PivotTable Report Fields
- Selecting a Report Filter Field Item
- Refreshing a PivotTable Report
- Changing the Summary Function
- Adding New Fields to a PivotTable Report
- Moving PivotTable Report Fields
- Using Expand and Collapse Buttons
- Hiding/Unhiding PivotTable Report Items
- Inserting Slicers
- Using Slicers to Filter Data
- Deleting PivotTable Report Fields
- Creating Report Filter Pages
- Formatting a PivotTable Report
- Creating a PivotChart Report
- Publishing PivotTable Reports to the Web
- Practice - Creating/Revising PivotTables

Module 7. USING RANGE NAMES

- Working with Range Names
- Jumping to a Named Range
- Assigning Names
- Using Range Names in Formulas
- Creating Range Names from Headings
- Applying Range Names
- Deleting Range Names
- Using Range Names in 3-D Formulas
- Creating 3-D Range Names
- Using 3-D Range Names in Formulas
- Practice - Using Range Names

Module 8. CONSOLIDATING WORKSHEETS

- Using Consolidated Worksheets
- Consolidating by Category
- Consolidating by Position
- Practice - Consolidating Worksheets

Module 9. USING ADVANCED FUNCTIONS

- Using the VLOOKUP Function
- Using the HLOOKUP Function
- Using the IF Function
- Using Nested IF Functions
- Using the ISERROR Function
- Using an AND Condition with IF
- Using an OR Condition with IF
- Using CountIF
- Using SumIF



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- Using SUMIFS
- Practice - Using Advanced Functions

Module 10. USING OTHER FUNCTIONS

- Using Function Arguments
- Using Financial Functions
- Using Logical Functions
- Using Date Functions
- Using Text Functions
- Using Cube Functions
- Formatting Dates
- Revising Formulas
- Practice - Using Other Functions

Module 11. USING AUDITING TOOLS

- Showing Formulas
- Displaying/Removing Dependent Arrows
- Displaying/Removing Precedent Arrows
- Using the Trace Error Button
- Tracing Cells Causing Errors
- Using the Evaluate Formula Button
- Using the Error Checking Button
- Using the Watch Window
- Practice - Using Auditing Tools

Module 12. USING SCENARIOS AND GOAL SEEKING

- Using the Scenario Manager
- Creating a Scenario
- Displaying a Scenario
- Editing a Scenario
- Creating a Scenario Summary Report
- Using Goal Seek
- Practice - Using Scenarios and Goal Seeking

Module 13. USING WORKSHEET PROTECTION

- Unlocking Cells in a Worksheet
- Protecting a Worksheet
- Unprotecting a Worksheet
- Creating Allow-Editing Ranges
- Deleting Allow-Editing Ranges
- Protecting Workbook Windows
- Unprotecting Workbook Windows
- Assigning a Password
- Opening a Password-protected File
- Removing a Password
- Practice - Using Worksheet Protection

Module 14. CREATING CHARTS

- Inserting a Chart
- Resizing a chart
- Deleting a chart
- Adding a Chart Title
- Changing the Chart Background
- Changing a column, bar, line or pie slice colors

- Changing the chart type
- Adding a Data Table
- Changing the Chart Layout
- Copying and moving charts
- Creating a 3-D Chart
- Adjusting 3-D View
- Inserting Sparklines
- Practice - Creating Charts

Module 15. FORMATTING CHARTS

- Formatting Charts
- Adding Chart Titles
- Formatting Chart Elements
- Changing the Text Orientation
- Adding a Data Table
- Creating an Exploded Pie Chart
- Adjusting the 3-D View
- Deleting a Chart
- Practice - Formatting Charts

Module 16. USING ADVANCED CHARTING FEATURES

- Adding and Removing Gridlines
- Formatting Gridlines
- Formatting an Axis
- Changing the Axis Scaling
- Formatting the Data Series
- Adding Data from Different Worksheets
- Using a Secondary Axis
- Changing Data Series Chart Types
- Adding a Trendline
- Creating a Chart Template
- Applying a Chart Template
- Practice - Using Advanced Charting Features

Module 17. RECORDING MACROS

- Recording a Macro
- Assigning a Shortcut Key
- Using Relative References
- Deleting a Macro
- Practice - Recording Macros

Module 18. CREATING MACRO BUTTONS

- Using a Macro Button
- Creating a Macro Button
- Copying a Macro Button
- Formatting a Macro Button
- Moving/Sizing a Macro Button
- Deleting a Macro Button
- Adding a Macro to the Quick Access Toolbar
- Changing a QAT Macro Button Image
- Deleting a Macro Button from the QAT
- Inserting and Manipulating Form Controls
- Practice - Creating Macro Buttons