SCREEN SMART
Software Training & Application Development

Microsoft Excel 2010

Advanced (Level 3)   One Day Workshop

You will work in a small group. You will have your own individual PC and will work through a specifically prepared coursebook, under the direction of a highly experienced, technically qualified trainer.

General Description:
This course aims to provide skills and knowledge which will allow the attendee to create lookup functions, set Excel working options, enhance charts, protect worksheet data, perform advanced data operations using summarising, PivotTables, data consolidations, goal seeking, and Solver, and create and use macros.

What You Will Learn:
- use a range of lookup and reference functions
- modify Excel options
- customise the formatting of charts in Excel
- create and use labels and names in a workbook
- protect data in worksheets and workbooks
- create summaries in your spreadsheets using subtotals
- use data linking to create more efficient workbooks
- use the Data Consolidation feature to combine data from several workbooks into one
- understand and create simple PivotTable reports
- construct and operate PivotTables using some of the more advanced techniques
- create and edit a PivotChart
- use goal seeking to determine the values required to reach 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

Target Audience:
This course is designed for users who need to use some of the more advanced features of Microsoft Excel 2010.

Course Content
The course covers:

Lookup 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

- Practice Exercise

Setting Excel Options
- Understanding Excel Options
- Personalising Excel
- Setting The Default Font
- Setting Formula Options
- Understanding Save Options
- Setting Save Options

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- Setting The Default File Location
- Setting Advanced Options
- Practice Exercise

Chart Object Formatting
- Understanding Chart Object Formatting
- Selecting Chart Elements
- Using Shape Styles To Format Objects
- Changing Column Colour
- Changing Pie Slice Colour
- Changing Bar Colours
- Changing Chart Line Colours
- Using Shape Effects
- Filling The Chart Area And The Plot Area
- Filling The Background
- The Format Dialog Box
- Using The Format Dialog Box
- Using Themes
- Practice Exercise

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 Name 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
- Practice Exercise

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
- Practice Exercise

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
- Practice Exercise

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

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

Pivot Tables
- 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
- Practice Exercise

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
- Practice Exercise

PivotCharts
- Creating A PivotChart Shell
- Dragging Fields For The PivotChart
- Changing The PivotChart Type
- Using The PivotChart Filter Field Buttons
- Moving PivotCharts To Chart Sheets
- Practice Exercise

Goal Seeking
- Understanding Goal Seek Components
- Using Goal Seek
- Practice Exercise
- ➢ Grouping And Outlining
- Understanding Grouping And Outlining
- Creating An Automatic Outline
- Working With An Outline
- Creating A Manual Group
- Grouping By Columns
- Practice Exercise

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

Recorded Macros
- Understanding Excel Macros
- Setting Macro Security
- Saving A Document As Macro

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- 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
- Practice Exercise

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

What You Take Away:	At the completion of the course, you get to take away the extensive coursebook for future reference.
What You Need To Know:	This course assumes a good understanding of spreadsheets using Microsoft Excel 2010 and how to create, print and chart workbooks. It would also be beneficial to have a general understanding of personal computers and the Windows operating system environment
Measure of Success:	A questionnaire or workshop exercise at the end of each course enables participants to evaluate the success of the course and determine the extent of their enhanced productivity.
Certificate:	Upon successful completion of the workshop, you will be issued with an official course certificate
Which Course Next?:	Microsoft Excel 2010 Visual Basic for Applications.
Dates & Times:	Please refer to separate workshop schedule.
Course Policies Warranty:	There are no warranties expressed or implied relating to the content or results of attending a Screen Smart course