



Excel 2010

Course Outline

Intermediate Level – 6 Hour Class

Functions and Formulas

- Nested Functions.
- Consolidating Data using a 3-D Reference Sum Function.

Time & Date Functions

- TODAY.
- NOW.

Logical Functions

- IF.
- AND.
- OR.

Mathematical Functions

- SUMIF.

Statistical Functions

- COUNT.
- COUNTA.

TEXT FUNCTIONS

- CONCATENATE.

Financial Functions

- PMT.

Lookup Functions

- VLOOKUP.
- HLOOKUP.

Pivot Tables

- Using a Pivot Table.
- Filtering and Sorting Data
- Grouping Data

Linking & Embedding

- Linking Cells between Worksheets within a Workbook.
- Linking Data between Workbooks.
- Linking Data from Excel to a Word Document.

Sorting and Filtering Data

- Sorting Data by Multiple Columns
- Custom Sorts
- AutoFilter.
- Advanced Filter Criteria.
- Sub-Totaling.
- Removing Subtotals.

Validating

- List and Text Length
- Validation Input Message and Error Alert.
- Removing Data Validation.

Auditing

- Showing All Formulas In a Worksheet.
- Comments.

Named Ranges

- Naming Cell Ranges.
- Removing a Named Range.
- Named Cell Ranges and Functions.

Cell Formatting

- Conditional Formatting.

Templates

- Using & Creating Excel Templates.

Paste Special Options.

- Using Paste Special 'Values'.
- Using Paste Special Transpose Option.

Macros

- Using Macros
- Assigning a Macro to a Button on the Quick Access Toolbar.
- Deleting Macros.

Passwords & Security Issues

- Password Protection.
- Password Protecting Cells and Worksheets.
- Hiding Formulas & Un-hiding Formulas