

Excel 2010 Advanced

(1 day course)



Course Description

Course Objective: You will automate some common Excel tasks, apply advanced analysis techniques to more complex data sets, troubleshoot errors, collaborate on worksheets, and share Excel data with other applications.

Target Student: This course is designed for students needing to gain the skills necessary to create macros, collaborate with others, audit and analyze data, incorporate multiple data sources, and import and export data.

Prerequisites: To ensure your success, we recommend that you first take the following courses or have equivalent knowledge: *Microsoft® Office Excel® 2010 Introduction* and *Intermediate*.

Course Objectives

Upon successful completion of this course, students will be able to:

- enhance productivity and efficiency by streamlining the workflow.
- collaborate with other workbook users.
- audit worksheets.
- analyze data.
- work with multiple workbooks.
- import and export data.
- integrate Excel data with the web.

Course Content

Lesson 1: Streamlining Workflow

Topic 1A: Update Workbook Properties

Topic 1B: Create a Macro

Topic 1C: Edit a Macro

Topic 1D: Apply Conditional Formatting

Topic 1E: Add Data Validation Criteria

Lesson 2: Collaborating with Other Users

Topic 2A: Protect Files

Topic 2B: Share a Workbook

Topic 2C: Set Revision Tracking

Topic 2D: Review Tracked Revisions

Topic 2E: Merge Workbooks

Topic 2F: Administer Digital Signatures

Topic 2G: Restrict Document Access

Lesson 3: Auditing Worksheets

Topic 3A: Trace Cells

Topic 3B: Troubleshoot Invalid Data and Formula Errors

Topic 3C: Watch and Evaluate Formulas

Topic 3D: Create a Data List Outline

Lesson 4: Analyzing Data

Topic 4A: Create a Trendline

Topic 4B: Create Sparklines

Topic 4C: Create Scenarios

Topic 4D: Perform a What-If Analysis

Topic 4E: Perform a Statistical Analysis with the Analysis ToolPak

Lesson 5: Working with Multiple Workbooks

Topic 5A: Create a Workspace

Topic 5B: Consolidate Data

Topic 5C: Link Cells in Different Workbooks

Topic 5D: Edit Links

Lesson 6: Importing and Exporting Data

Topic 6A: Export Excel Data

Topic 6B: Import a Delimited Text File

Lesson 7: Integrating Excel Data with the Web

Topic 7A: Publish a Worksheet to the Web

Topic 7B: Import Data from the Web

Topic 7C: Create a Web Query