❖ **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.

❖ **Learning Outcomes**

At the completion of this course you should be able to:

➢ 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**.

❖ **Prerequisites**

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.

❖ **Pages/Duration**

168 pages. Levels publications are based around a 1-day training program consisting of approximately 6 – 8 hours

❖ **Student Files**

Many of the topics in **Microsoft Excel 2010 Level 3** require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at www.watsoniapublishing.com. Simply follow the student files link on the home page. You will need the product code for this course which is **INF1017**.

❖ **Methodology**

The **In Focus** series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ **Formats Available**

A4 Black and White, *A5* Black and White (quantity order only), *A5* Full Colour (quantity order only), Electronic licence

Need more? Here's a suggested learning path based on this title…

Previous title…	*INF1016 Microsoft Excel 2010 Level 2*
This title…	**INF1017 Microsoft Excel 2010 Level 3**
Then…	*Microsoft Excel 2010 VBA*

* Duration relates to study time only and does not include assessment time. Duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Monday, August 23, 2010 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.

Product Information

Microsoft Excel 2010
Level 3

WATSONIA PUBLISHING

INFOCUS COURSEWARE

Level Series

Order Code: INF1017   ISBN: 978-1-925179-87-3

Contents

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AUSTRALIAN MADE

Microsoft Excel 2010
Level 3

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➤ Solver

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

➤ 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 Macro To The Ribbon
- ✓ Assigning A Keyboard Shortcut To A Macro
- ✓ Deleting A Macro
- ✓ Copying A Macro

➤ Recorder Workshop

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- ✓ Recording A Summation Macro
- ✓ Recording Consolidations
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- ✓ Testing Macros
- ✓ Creating Objects To Run Macros
- ✓ Assigning A Macro To An Object

➤ Concluding Remarks