



# Microsoft Excel 2010

## Module 2



INFOCUS COURSEWARE

Module Series

Order Code: INF1019 ISBN: 978-1-925179-89-7

### ❖ General Description

**Microsoft Excel 2010 Module 2** aims to provide skills and knowledge in advanced concepts and techniques including enhanced formatting, charting, and worksheet operation, as well as the use of complex analytical and automation tools.

### ❖ Learning Outcomes

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

- use a range of formula techniques
- use a range of lookup and reference functions
- apply conditional formatting to ranges in a worksheet
- use a range of techniques to work with worksheets
- filter data in a table
- use a range of techniques to enhance charts
- modify **Excel** options
- create and use labels and names in a workbook
- protect data in worksheets and workbooks
- use the **Data Consolidation** feature to combine data from several workbooks into one
- group cells and use outlines to manipulate the worksheet
- understand and create simple **PivotTable** reports
- create and edit a **PivotChart**
- use goal seeking to determine the values required to reach a desired result
- create summaries in your spreadsheets using subtotals
- create recorded macros in **Excel**

### ❖ Target Audience

**Microsoft Excel 2010 Module 2** is designed for users who are keen to learn about more of the advanced features and techniques of Excel. It concentrates on improving current knowledge through the use of more advanced and complex techniques and spreadsheet automation.

### ❖ Prerequisites

**Microsoft Excel 2010 Module 2** assumes some prior experience in using the software to create worksheets and charts and it would also be beneficial to have a general understanding of personal computers and the Windows operating system environment.

### ❖ Pages

262 pages

### ❖ Nominal Duration\*

Watsonia Publishing *Modules* are based around a 2-day training program consisting of approximately 14 – 16 hours

### ❖ Student Files

Many of the topics in **Microsoft Excel 2010 Module 2** 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](http://www.watsoniapublishing.com). Simply follow the student files link on the home page. You will need the product code for this course which is **INF1019**.

### ❖ 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

### ❖ Companion Products

There are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at [www.watsoniapublishing.com](http://www.watsoniapublishing.com).

\* 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 Friday, July 29, 2011 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.



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Product Information



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- ✓ Developing A Nested Function
- ✓ Creating Nested Functions
- ✓ Editing Nested Functions
- ✓ Copying Nested Functions
- ✓ Using Concatenation
- ✓ Switching To Manual Recalculation
- ✓ Forcing A Recalculation
- ✓ Pasting Values From Formulas

### ➤ Logical Functions

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- ✓ Using IF To Calculate Values
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### ➤ Lookup Functions

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- ✓ Using VLOOKUP
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### ➤ Protecting Data

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### ➤ Concluding Remarks



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