



# Microsoft Excel 2010

Level 3



INFOCUS COURSEWARE

Level Series

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

## ❖ 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](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 **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.



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Product Information



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## ➤ Concluding Remarks



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