



Microsoft Excel 2010

Level 3



INFOCUS COURSEWARE

Level Series

Order Code: INF1017 ISBN: 978-1-921721-51-9

❖ 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.



47 Greenaway Street
Bulleen VIC 3105
Australia
ABN 64 060 335 748

Phone: (+61) 3 9851 4000
Fax: (+61) 3 9851 4001
info@watsoniapublishing.com
www.watsoniapublishing.com

Product Information



Contents

> Lookup Functions

- ✓ Understanding Data Lookup Functions
- ✓ Using CHOOSE
- ✓ Using VLOOKUP
- ✓ Using VLOOKUP For Exact Matches
- ✓ Using HLOOKUP
- ✓ Using INDEX
- ✓ Using MATCH
- ✓ Understanding Reference Functions
- ✓ Using ROW And ROWS
- ✓ Using COLUMN And COLUMNS
- ✓ Using ADDRESS
- ✓ Using INDIRECT
- ✓ Using OFFSET

> Setting Excel Options

- ✓ Understanding Excel Options
- ✓ Personalising Excel
- ✓ Setting The Default Font
- ✓ Setting Formula Options
- ✓ Understanding Save Options
- ✓ Setting Save Options
- ✓ Setting The Default File Location
- ✓ Setting Advanced Options

> Chart Object Formatting

- ✓ Understanding Chart Object Formatting
- ✓ Selecting Chart Elements
- ✓ Using Shape Styles To Format Objects
- ✓ Changing Column Colour
- ✓ Changing Pie Slice Colour
- ✓ Changing Bar Colours
- ✓ Changing Chart Line Colours
- ✓ Using Shape Effects
- ✓ Filling The Chart Area And The Plot Area
- ✓ Filling The Background
- ✓ The Format Dialog Box
- ✓ Using The Format Dialog Box
- ✓ Using Themes

> Labels And Names

- ✓ Understanding Labels And Names
- ✓ Creating Names Using Text Labels
- ✓ Using Names In New Formulas
- ✓ Applying Names To Existing Formulas
- ✓ Creating Names Using The Name Box
- ✓ Using Names To Select Ranges
- ✓ Pasting Names Into Formulas
- ✓ Creating Names For Constants
- ✓ Creating Names From A Selection
- ✓ Scoping Names To The Worksheet
- ✓ Using The Name Manager
- ✓ Documenting Range Names

> Protecting Data

- ✓ Understanding Data Protection
- ✓ Providing Total Access To Cells
- ✓ Protecting A Worksheet
- ✓ Working With A Protected Worksheet
- ✓ Disabling Worksheet Protection
- ✓ Providing Restricted Access To Cells
- ✓ Password Protecting A Workbook
- ✓ Opening A Password Protected Workbook
- ✓ Removing A Password From A Workbook

> Summarising And Subtotalling

- ✓ Creating Subtotals
- ✓ Using A Subtotalled Worksheet
- ✓ Creating Nested Subtotals
- ✓ Copying Subtotals
- ✓ Using Subtotals With AutoFilter
- ✓ Creating Relative Names For Subtotals
- ✓ Using Relative Names For Subtotals

> Data Linking

- ✓ Understanding Data Linking
- ✓ Linking Between Worksheets
- ✓ Linking Between Workbooks
- ✓ Updating Links Between Workbooks

> Data Consolidation

- ✓ Understanding Data Consolidation
- ✓ Consolidating With Identical Layouts
- ✓ Creating An Outlined Consolidation
- ✓ Consolidating With Different Layouts

> Pivot Tables

- ✓ Understanding Pivot Tables
- ✓ Creating A PivotTable Shell
- ✓ Dropping Fields Into A PivotTable
- ✓ Filtering A PivotTable Report
- ✓ Clearing A Report Filter
- ✓ Switching PivotTable Labels
- ✓ Formatting A PivotTable Report
- ✓ Understanding Slicers
- ✓ Creating Slicers

> PivotTable Techniques

- ✓ Using Compound Fields
- ✓ Counting In A PivotTable Report
- ✓ Formatting PivotTable Report Values
- ✓ Working With PivotTable Grand Totals
- ✓ Working With PivotTable Subtotals
- ✓ Finding The Percentage Of Total
- ✓ Finding The Difference From
- ✓ Grouping In PivotTable Reports
- ✓ Creating Running Totals
- ✓ Creating Calculated Fields
- ✓ Providing Custom Names
- ✓ Creating Calculated Items
- ✓ PivotTable Options
- ✓ Sorting In A PivotTable

> PivotCharts

- ✓ Creating A PivotChart Shell
- ✓ Dragging Fields For The PivotChart
- ✓ Changing The PivotChart Type
- ✓ Using The PivotChart Filter Field Buttons
- ✓ Moving PivotCharts To Chart Sheets

> Goal Seeking

- ✓ Understanding Goal Seek Components
- ✓ Using Goal Seek

> Grouping And Outlining

- ✓ Understanding Grouping And Outlining
- ✓ Creating An Automatic Outline
- ✓ Working With An Outline
- ✓ Creating A Manual Group
- ✓ Grouping By Columns





Microsoft Excel 2010

Level 3



INFOCUS COURSEWARE

Level Series

Order Code: INF1017 ISBN: 978-1-921721-51-9

➤ 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

- ✓ Preparing Data For An Application
- ✓ Recording A Summation Macro
- ✓ Recording Consolidations
- ✓ Recording Divisional Macros
- ✓ Testing Macros
- ✓ Creating Objects To Run Macros
- ✓ Assigning A Macro To An Object

➤ Concluding Remarks



47 Greenaway Street
Bulleen VIC 3105
Australia
ABN 64 060 335 748

Phone: (+61) 3 9851 4000
Fax: (+61) 3 9851 4001
info@watsoniapublishing.com
www.watsoniapublishing.com

Product Information