



Computer Consultants Corporation

Microsoft Excel 2010

Advanced

Length of course: 1 class days (6 hours)

Objective(s): To expand on intermediate skills, including creating PivotTables and PivotCharts, using Excel's database and data analysis tools, and collaborating.

Prerequisites: Intermediate Excel 2007 or demonstrated familiarity with its topics.

Logical and statistical functions

- Logical functions
- Using a formula to apply conditional formatting

Financial and date functions

- Financial functions
- Date and time functions
- Array formulas
- Displaying and printing formulas
- Showing, printing, and hiding formulas
- Setting calculation options

Lookups and data tables

- Using lookup functions
- Using MATCH and INDEX
- Creating data tables

Advanced data management

- Data Validation
- Exploring database functions

Exporting and importing

- Exporting and importing text files
- Exporting and importing XML data
- Getting external data
- Discussing cube functions

Analytical tools

- Goal Seek and Solver
- The Analysis ToolPak
- Using the Sampling analysis tool
- Scenarios

Macros and custom functions

- Running and recording a macro
- Working with VBA code
- Creating functions
- Creating a custom function