

Course Overview:

This course is a continuation from the Excel Introduction course. This course will increase your productivity, show you many advanced functions and show you how to manage lists of data in Excel.

Course Content:

Productivity

- Get acquainted with the Ribbon and Quick Access Toolbar in Office 2007 and 2010.
- Get acquainted with the new Backstage View in Office 2010.
- Learn how to customize the Quick Access Toolbar.
- Create an absolute cell reference.
- Use range names to quickly go to a range or use the range name in a formula.
- Identify trends in your data using the improved conditional formatting features.
- Insert cell comments to make your work easier to review.

Advanced Functions

- Use the IF, COUNTIF, SUMIF, ROUND, TODAY and VLOOKUP functions.
- Nest functions such as the SUM function with the IF function.

List Management

- Apply the new themes and styles to help you create a unified design within your workbook.
- Add records directly on the worksheet or use the Data Form.
- Analyze your data more efficiently using the improved sorting command.
- Create a custom sort order list and use it.
- Use the Subtotal command.
- Create an automatic Outline to display only subtotals and grand totals.

Workbook Management

- Work with multiple worksheets and consolidate data.
- Protect parts of or the entire worksheet and also protect the workbook.

Macros and Templates

- Create and use a simple Macro which records repetitive tasks in Excel.
- Create a template for files you use frequently.

Charts

- Show your data with the new enhanced chart layouts and styles to make charts more lively and informative.
- Create tiny charts called Sparklines that provide a visual representation of your data in Office 2010.

Introduction to Pivot Tables

- Learn how to quickly create a pivot table to summarize, organize, analyze and compare large amounts of data
- Learn how to use the new data slicers in Office 2010.