

## MICROSOFT EXCEL 2010 ADVANCED TRAINING

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Microsoft Excel  
2010  
Advanced



**COURSE LENGTH: 1.0 DAYS**

The MS Excel 2010 Advanced Training Course is the final course in the Excel 2010 training series and is designed to bring your Excel 2010 skills up to the expert level.

PD Training's Excel 2010 Advanced course covers the following topics: importing and exporting text files and XML data, the use of logical (IF, OR, AND, NOT), PMT, math & statistical functions, VLOOKUP, MATCH, INDEX and PMT functions as well as editing VBA functions, calculating time and other advanced features.

This comprehensive training course is now available in Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

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## MICROSOFT EXCEL 2010 ADVANCED TRAINING COURSE OUTLINE

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### FOREWORD

This Excel 2010 Advanced training course running in Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, Orlando, New York, Philadelphia, San Antonio and Seattle, is rated 5.0/5.0 in overall quality by ProCert Labs.

The course builds on the skills and concepts taught in [Excel 2010: Intermediate](#). Participants will work with advanced formulas, as well as lookup functions such as VLOOKUP, MATCH, and INDEX. In addition, participants will learn about data validation and database functions such as DSUM. They will learn how to import and export data, and how to query external databases.

Finally, participants will learn about the analytical features of Excel (such as Goal Seek and Solver), running and recording macros, SmartArt graphics, and conditional formatting with graphics.

This course will help participants prepare for the Microsoft Office Specialist core-level exam for Excel 2010 (exam 77-882) and the Microsoft Office Specialist Expert exam for Excel 2010 (exam 77-888). For comprehensive certification training, participants should complete the [Introduction](#), [Intermediate](#), and [Advanced](#) courses for Excel 2010.

### Prerequisites:

[Excel 2010: Intermediate](#) or equivalent experience.

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### OUTCOMES

#### By the end of this training course, participants will:

- ▶ Use logical functions (IF, OR, AND & NOT)
  - ▶ Use math & statistical functions
  - ▶ Use the PMT function
  - ▶ Use data functions (YEAR, DAYS360 & NETWORKDAYS)
  - ▶ Calculate time
  - ▶ Create array formulas
  - ▶ Use VLOOKUP, MATCH & INDEX functions
  - ▶ Validate data
  - ▶ Use database functions
  - ▶ Import & export text files
  - ▶ Import & export XML data
  - ▶ Use Goal Seek & Solver
  - ▶ Use the Analysis ToolPak
  - ▶ Create scenarios
  - ▶ Run and record macros
  - ▶ Edit VBA modules
  - ▶ Create custom functions
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### MODULES

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## Lesson 1: Getting Started

- ▶ Housekeeping Items
- ▶ Workshop Objectives
- ▶ The Parking Lot
- ▶ Action Plan

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## Lesson 3: Auditing

- ▶ Tracing Precedent Cells
- ▶ Tracing the Dependents of a Cell
- ▶ Displaying Formulas Within the Sheet
- ▶ Adding, Displaying, Editing ,and Removing Comments
- ▶ Lesson Three: Review Questions

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## Lesson 5: Creating Pivot Tables

- ▶ Inserting a PivotTable
- ▶ Choosing Fields and Grouping Data
- ▶ Overview of the Pivot Table Tools Tabs
- ▶ Lesson Five: Review Questions

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## Lesson 7: Macros

- ▶ Displaying the Developer Tab
- ▶ Recording and Running Macros
- ▶ Changing the Security Level
- ▶ Customizing and Changing the Quick Access Toolbar
- ▶ Lesson Seven: Review Questions

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## Lesson 9: Using What If Analysis

- ▶ Using Goal Seek
- ▶ Using the Scenario manager
- ▶ Using a One Input Data Table
- ▶ Using a Two Input Data Table
- ▶ Lesson Nine: Review Questions

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## Lesson 2: SmartArt and Objects

- ▶ Inserting SmartArt
- ▶ Adding Text to the Diagram
- ▶ Resizing and Moving the Diagram
- ▶ Resetting the Diagram
- ▶ Adding Pictures from Your Computer
- ▶ Adding Clip Art
- ▶ Adding Text Boxes
- ▶ Drawing Shapes
- ▶ About the Contextual Tabs
- ▶ Lesson Two: Review Questions

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## Lesson 4: Creating Charts

- ▶ Inserting a Chart
- ▶ Overview of the Chart Tools Tabs
- ▶ Understanding the Parts of a Chart
- ▶ Resizing and Moving the Chart
- ▶ Changing the Chart Style
- ▶ Lesson Four: Review Questions

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## Lesson 6: Working with PivotTables and PivotCharts

- ▶ Changing the Data Displayed and Refreshing the PivotTable
- ▶ Applying a Style to Your Pivot Table
- ▶ Creating a Pivot Chart from a Pivot Table
- ▶ Creating a Pivot Chart from Data
- ▶ Some Real-life Examples
- ▶ Lesson Six: Review Questions

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## Lesson 8: Solving Formula Errors

- ▶ Using Named Ranges
- ▶ Understanding Formula Errors
- ▶ Using the Trace Errors Commands
- ▶ Using Error Checking
- ▶ Evaluating Formulas
- ▶ Lesson Eight: Review Questions

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## Lesson 10: Managing Your Data

- ▶ Transposing Data from Rows to Columns
- ▶ Using the Text to Columns Feature
- ▶ Checking for Duplicates
- ▶ Creating Data Validation Rules
- ▶ Consolidating Data
- ▶ Lesson Ten: Review Questions

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## Lesson 11: Grouping and Outlining Data

- ▶ Grouping Data
- ▶ Adding Subtotals
- ▶ Outlining Data
- ▶ Viewing Grouped and Outlined Data
- ▶ Lesson Eleven: Review Questions

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## Lesson 12: Wrapping Up

- ▶ Words from the Wise
- ▶ Review of Parking Lot
- ▶ Lessons Learned
- ▶ Completion of Action Plans and Evaluations

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## WEB LINKS

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- ▶ [View this course online](#)
  - ▶ [In-house Training Instant Quote](#)