

# Microsoft Excel 2010/2007

## Level 3

### Course Overview

In this 2-day course, you will learn the more advanced features of Microsoft Excel. You will learn how to apply range names. You will also learn to use the VLookup function to retrieve data from a list. You will create styles for storing cell formats and apply different themes to change how the styles look. You will create outlines to easily show and hide data. You will also create views to preserve display options. You will learn how to use auditing tools to track formulas, store scenarios for comparing options, and use problem solving tools such as the FV (Future Value) function and Goal Seek. You will learn how to link and consolidate multiple workbooks, and create workspaces to automatically open and arrange multiple files. You will split text into smaller pieces, and join small pieces of text into larger strings. You will also learn to use Advanced Filters to find data in a list or copy it to another location. You will learn how to turn a list into a Table to work with the list more easily. You will also learn how to create Pivot Tables to efficiently summarize and rearrange data. Lastly, you will record macros for automating repetitive tasks and procedures. Prerequisite Course: Excel Level 2 or equivalent experience.



### Course Topics

#### Using Range Names and the VLookup Function

- Using Range Names
- Using the VLookup Function
- Using the IF and IsError Functions
- Slowly Stepping through Calculations

#### Using Time Saving Tools

- Applying Cell Styles
- Changing a Workbook's Theme
- Creating an Auto Outline
- Creating and Displaying Views

#### Using Problem Solving Tools

- Auditing Formulas
- Using the Watch Window
- Creating Scenarios
- Displaying Scenarios
- Editing Scenarios
- Creating a Scenario Summary
- Using the FV (Future Value) Function
- Solving Problems Backwards with Goal Seek
- Using the ROUND Function

#### Linking Workbooks

- Managing Several Files at Once
- Linking Workbooks with Formulas
- Referencing Multiple Workbooks
- Modifying the Source Data
- Updating the Target File
- Opening Source Files from the Target File

- Consolidating Workbooks
- Saving Multiple Files as a Workspace

#### Splitting and Joining Text

- Parsing Text using the Wizard
- Manually Parsing Text using Functions
- Concatenating Text into Larger Pieces

#### Using Advanced Filters

- About Lists
- Reviewing Basic Filters
- Using an Advanced Filter
- Copying the Results to another Location
- Copying Unique Values
- Using Database Functions

#### Using a Table

- Creating a Table from a List
- Filtering and Sorting Table Data
- Viewing the Header Row
- Creating Calculated Columns
- Enabling the Total Row
- Customizing Table Formats
- Converting a Table to a Normal Range

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## Creating PivotTables to Summarize a List

- Creating a PivotTable
- Filtering PivotTable Data
- Hiding PivotTable Data
- Creating another PivotTable
- Accessing the PivotTable Tools
- Adding, Deleting, and Moving Data
- Hiding and Customizing Labels
- Handling Dates in a PivotTable
- Using the Report Filter Area
- Displaying Source Data
- Refreshing PivotTable Data
- Manually Grouping Items
- Displaying Only Top Values
- Applying PivotTable Styles
- Applying/Removing Numeric Formatting
- Calculating Percentages
- Creating a PivotChart

## Recording Macros

- About Macros
- Recording Macros
- Running Macros
- Related Topic: Halting a Macro
- Saving a File with Macros
- Creating a Relative Reference Macro
- Creating an Absolute Reference Macro
- Opening a File Containing Macros
- Specifying Trusted Locations