



# Excel 2010 Advanced

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This course was designed for students desiring to gain the skills necessary to collaborate with others, audit and analyze worksheet data, incorporate multiple data sources and import and export data and create macros.

## Functions in Excel 2010

- Use the Insert Function Feature to Create Formulas
- Using the PMT Function
- Using the FV Function
- Using the DATE Function
- Using the NOW Function
- Create Logical Statements in Excel

## Working with Pivot Tables

- Create and Modifying Pivot Tables
- Use Pivot Table Functions
- Group and Summarize Data in a Pivot Table
- Creating a PivotChart Report

## Naming Ranges and VLOOKUP

- Create, Modify and Delete Named Ranges
- Use Range Names in a Formula
- Use the VLOOKUP Function
- Use the HLOOKUP Function
- Using the DSUM and DAVERAGE Functions

## Working with Scenarios and Consolidating Data

- Consolidating Data from More than One Worksheet
- Use Scenario Manager to View a Worksheet with Different Input Values
- Entering a Formula to Link Multiple Workbooks
- Creating a Workspace
- Use the Formula Auditing Tools
- Tracing Precedents and Dependents in a Worksheet

## Importing and Exporting Data

- Importing Data in a Text File into Excel
- Importing Data in a Database File into Excel
- Exporting Excel Data to Other Applications

## Introduction to Macros

- Opening the Developer Tab
- Introduction to Macros
- Record a Macro
- Absolute vs. Relative Macros
- Run, Edit, and Delete Macros