



You will use advanced formulas and work with various tools to analyze data in spreadsheets. You will also organize table data, present data as charts, and enhance the look and appeal of workbooks by adding graphical objects.

Objectives

Upon successful completion of this course, students will be able to:

- use advanced formulas.
- organize worksheet and table data using various techniques.
- create and modify charts.
- analyze data using PivotTables, Slicers, and PivotCharts.
- insert and modify graphic objects in a worksheet.
- customize and enhance workbooks and the Microsoft Office Excel environment.

Audience

This course is meant for those desiring to gain advanced skill sets necessary for calculating data using functions and formulas, sorting and filtering data, using PivotTables and PivotCharts for analyzing data, and customizing workbooks.

Prerequisites

This course recommends students to take or have equivalent knowledge of Microsoft® Office Excel® 2010: Level 1

Topics

PART 1 – Excel 2010 Overview/Hints & Tips

- Excel Terminology Overview
- Excel 2010 Ribbon and Backstage Interface Overview and Best Practices
- Excel 2010 Workbook and Worksheet Navigation Overview
- Excel 2010 General Shortcuts, Hints, and Tips

PART 2 – Using Advanced Formulas & Functions

- Understanding Formulas and Functions
- Using the Insert Function Button
- Date Functions
- Text Functions
- Statistical Functions
- Understanding Lookup Functions (VLOOKUP/HLOOKUP)
- Using the Logical IF Function
- Real-World Formula Examples

PART 3 – Organizing Worksheet & Table Data

- Understanding Table Layouts & Data
- Converting Row-Based Data to Tables
- Using Excel 2010 Formatted Tables & Data
- Sorting and Filtering Worksheet/Table Data
- Grouping & Organizing Data using Subtotals

PART 4 – Analyzing Data via Pivot Tables/Charts

- Understanding Core Pivot Table Concepts
- Strategies for Creating Pivot Tables
- Creating Pivot Table Reports from Scratch
- Basic Pivot Table Creation Practice

PART 5 – Advanced Pivot Tables

- Pivot Table Date Field Grouping
- Managing Data Summary Requests/Details
- Advanced Data Stacking
- Advanced Pivot Table Filtering using Slicers
- Advanced Pivot Table Calculation Options
- Customizing Pivot Table Details

PART 6 – Presenting Data Using Charts

- Understanding Excel Charts
- Picking the Right Chart
- Creating Excel Charts
- Modifying Charts
- Formatting Charts
- Introducing Excel 2010 Sparklines
- Analyzing Data using PivotCharts