

Excel 2010: Advanced

1 day

Description

This course builds on the skills and concepts taught in Excel 2010: Intermediate. Students will work with advanced formulas, as well as lookup functions such as VLOOKUP, MATCH, and INDEX. In addition, students 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, students 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. Course manual comes with CertBlaster exam prep software (download).

This course will help students 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, students should complete the Basic, Intermediate, and Advanced courses for Excel 2010.

Prerequisites

- Excel 2010: Intermediate

Course Outline

Unit 1: Logical and statistical functions

Topic A: Logical functions

Topic B: Math and statistical functions

Unit 2: Financial and date functions

Topic A: Financial functions

Topic B: Date and time functions

Topic C: Array formulas

Topic D: Displaying and printing formulas

Unit 3: Lookups and data tables

Topic A: Using lookup functions

Topic B: Using MATCH and INDEX

Topic C: Creating data tables

Unit 4: Advanced data management

Topic A: Validating cell entries

Topic B: Exploring database functions

Unit 5: Exporting and importing

Topic A: Exporting and importing text files

Topic B: Exporting and importing XML data

Topic C: Getting external data

Unit 6: Analytical tools

Topic A: Goal Seek and Solver

Topic B: The Analysis ToolPak

Topic C: Scenarios

Unit 7: Macros and custom functions

Topic A: Running and recording a macro

Topic B: Working with VBA code

Topic C: Creating functions