

Excel 2010 - Level 3

Duration: 1 day

Overview:

This course builds off of the foundational and intermediate knowledge presented in the Excel 2010: Level 1 and Excel 2010: Level 2 courses to help you get the most of your Excel experience. The ability to collaborate with colleagues, automate complex or repetitive tasks, and use conditional logic to construct and apply elaborate formulas and functions will put the full power of Excel right at your fingertips. The more you learn about how to get Excel to do the hard work for you, the more you'll be able to focus on getting the answers you need from the vast amounts of data your organisation generates. This course covers Microsoft Office Specialist exam objectives to help students prepare for the Excel 2010 Exam and the Excel 2010 Expert Exam.

Target Audience:

This course is intended for students who are experienced Excel 2010 users who have a desire or need to advance their skills in working with some of the more advanced Excel features. Students will likely need to troubleshoot large, complex workbooks, automate repetitive tasks, engage in collaborative partnerships involving workbook data, construct complex Excel functions, and use those functions to perform rigorous analysis of extensive, complex datasets.

Pre-requisites:

Students need to take the following courses or possess the equivalent skills or knowledge:

- [Excel 2010 - Level 1](#), and
- [Excel 2010 - Level 2](#)

At Course Completion:

Upon successful completion of this course, you will be able to perform advanced data analysis, collaborate on workbooks with other users, and automate workbook functionality. [Read on...](#)

Lesson 1: Working with Multiple Worksheets and Workbooks Simultaneously

- Topic A: Use 3-D References
- Topic B: Use Links and External References
- Topic C: Consolidate Data

Lesson 2: Sharing and Protecting Workbooks

- Topic A: Collaborate on a Workbook
- Topic B: Protect Worksheets and Workbooks

Lesson 3: Automating Workbook Functionality

- Topic A: Apply Data Validation
- Topic B: Work with Forms and Controls
- Topic C: Work with Macros

Lesson 4: Applying Conditional Logic

- Topic A: Use Lookup Functions
- Topic B: Combine Functions
- Topic C: Use Formulas and Functions to Apply Conditional Formatting

Lesson 5: Auditing Worksheets

- Topic A: Trace Cells
- Topic B: Search for Invalid Data and Formulas with Errors
- Topic C: Watch and Evaluate Formulas

Lesson 6: Using Automated Analysis Tools

- Topic A: Determine Potential Outcomes by Using Data Tables
- Topic B: Determine Potential Outcomes by Using Scenarios
- Topic C: Use the Goal Seek Feature
- Topic D: Activate and Use the Solver Tool
- Topic E: Analyse Data with Analysis ToolPak Tools

Lesson 7: Presenting Your Data Visually

- Topic A: Use Advanced Chart Features
- Topic B: Create Sparklines