

Excel 2010

Advanced

Course Outline

Pivot Tables

- Using a Pivot Table.
- Filtering and Sorting Data
- Grouping Data

Input Tables

- One-Input Data Tables.
- Two-Input Data Tables.

Charts

- Combined Line and Column Chart.
- Adding a Secondary Axis.
- Changing the Chart Type For a Data Series.
- Adding a Data Series to a Chart.
- Removing a Data Series from a Chart.
- Modifying the Chart Title, Legend & Data Labels.
- Chart Axis Scales.
- Inserting Images Into Chart Columns.
- Formatting the Chart Area

Hyperlinks

- Inserting a Hyperlink.
- Editing a Hyperlink
- Removing a Hyperlink

Linking & Embedding

- Linking Data within a Worksheet.
- Linking Cells between Worksheets within a Workbook.
- Linking Data between Workbooks.
- Linking Data from Excel to a Word Document.
- Linking an Excel Chart to a Word Document.
- Updating, Locking and Breaking Links.

Importing Text Files

- Importing a Delimited Text File.

Sorting and Filtering Data

- Sorting Data by Multiple Columns
- Custom Sorts
- Customized List
- AutoFilter.

- Top 10 AutoFilter.
- Advanced Filter Criteria.
- Sub-Totaling.
- Removing Subtotals.
- Expanding and Collapsing Outline Detail.

Tracking and Reviewing Changes

- Enabling or Disabling 'Track Changes'.
- Sharing, Comparing and Merging Worksheets.

Scenarios

- Scenario Manager.
- Scenario Summary Reports.

Validating

- Whole Number.
- Decimal Number.
- List.
- Date.
- Time.
- Text Length.
- Validation Input Message and Error Alert.
- Removing Data Validation.

Auditing

- Tracing Precedent Cells.
- Tracing Dependent Cells.
- Identifying Cells With Missing Dependents.
- Showing All Formulas In a Worksheet.
- Comments..

Macros

- Using Macros
- Assigning a Macro to a Button on the Quick Access Toolbar.
- Deleting Macros.

Passwords & Security Issues

- Password Protection.
- Password Protecting Cells and Worksheets.
- Hiding Formulas.
- Un-Hiding Formulas.