



Excel 2010: Advanced Outline

Microsoft Office Excel 2010 is the latest version of Microsoft's spreadsheet program. Excel is a popular tool for creating spreadsheets, analyzing data, and charting information. This new version of Excel incorporates robust error checking, numerous file validation/verification tools, image editing, and Sparklines (charts within individual cells).

This Advanced level is intended to help everyday users of Excel present their data in more effective ways using PivotTables and PivotCharts. Users will also learn about advanced analysis tools like the Scenario Manager, goal seek, Solver, PowerPivot, and advanced functions.

Highlights of the course include a solid introduction to creating PivotTables with PowerPivot, coverage of advanced financial functions, hands-on practice with VLOOKUP, and extensive coverage of PivotTables and PivotCharts.

Getting the Most from Your Data

To begin, participants will learn about Excel's automatic grouping, outlining, and subtotaling features. Participants will also explore the Scenario Manager, data analysis tools, add-ins, one and two data input tables, goal seek, and Solver. The section will conclude with a discussion on hyperlinks.

Pivoting Data

This section focuses on one of Excel's most powerful tools: PivotTables. Participants will explore all aspects of PivotTables, including creating a PivotTable; using the contextual tabs; pivoting, summarizing, and analyzing data; formatting the PivotTable; and using external data with a PivotTable.

This section also includes information on Slicers (a new feature that lets users analyze and interpret pivoted data with ease) and the classic PivotTable frame (used in Excel 2003 and earlier). The session will conclude with a comprehensive introduction to integrating data with PowerPivot and creating a PivotTable from that data.

Charting Pivoted Data

In this section, participants will learn how to create, use, edit, and format PivotCharts. Participants will also get experience with advanced PivotChart tasks, including creating a PivotChart from PowerPivot data and using PivotCharts to display scenario results.

Advanced Excel Tasks

The final section of this manual will explore a few Excel features that we find handy for everyday chores. First, advanced functions (PMT, FV, VLOOKUP, and HLOOKUP) and logical functions (IF, IFERROR, AND, OR, NOT, FALSE, and TRUE) will be covered. Then, AutoFill lists (which can save time when entering data) will be discussed. The section will conclude with information on linking, consolidating, and combining Excel data, with a final lesson on using the classic PivotTable and PivotChart wizard to pivot consolidated data.