

# Information Technology and Computer Skills Training **EXCEL 2010 - ADVANCED**

**Where:** Jefferson City, 1738 E Elm Lower Level

**Time:** 8:00 a.m. - 4:00 p.m.

**Investment:** \$125.00

**Course Content** Learners who attend this Advanced Level workshop will receive skill building opportunities to increase their proficiency in the following areas:

## **WORKING WITH TABLES**

### **Creating Tables**

- How To Create A Table
- How To Change The Style Of A Table
- How To Create A New Table Style
- How To Show Or Hide Table Elements
- How To Create A Calculation In A Table
- How To Insert And Delete A Table Row
- How To Resize A Table
- How To Convert A Table To A Range
- How To Sort The Data In A Table
- How To Perform Multiple Sort
- How To Customize The Sort Order

### **Using the AutoFilter**

- How To Enable/Disable The AutoFilter
- How To Apply/Remove and Customize The Filter

### **Using the Advanced Filter**

- How To Define The Criteria Range
- How To Use The Advanced Filter
- How To Use Simple Database Functions
- How To Find The Sum Of Specific Records

### **Using the Insert Function Button**

- How To Find The Average Of Specific Records
- How To Find The Maximum/Minimum Value Of Specific Records
- How To Find The Number of Records

### **Using VLOOKUP Function to Find Data**

- How To Limit The Lookup Value For An Exact Match; and How To Use The Closest Match For The Lookup Value

## **CREATING A PIVOT TABLE AND ANALYZING DATA**

### **Creating and Updating A PivotTable**

- How To Create A PivotTable
- How To Update The Information In A PivotTable
- How To Change The Layout Of A PivotTable
- How To Add An Information Field To A PivotTable
- How To Arrange Information In A PivotTable
- How To Filter The Report In A PivotTable
- How To Filter Specific Records

### **Working With Calculated Fields In A PivotTable**

- How To Change The Calculated Field Value Settings
- How To Insert/Delete A Calculated Field

### **Working With Calculated Fields In A PivotTable**

- How To Change The Calculated Field Value Settings
- How To Insert/Delete A Calculated Field
- How To Change A PivotTable Options
- How To Create A Chart From A PivotTable

### **Exploring What-If Tables/Using Scenarios/ Implementing Problem Solving**

- How To Create One and Two Variable What-If-Tables
- How To Create and Apply Scenarios
- How To Use The Goal Seek Tool
- How To Load Add-Ins
- How To Use The Solver Tools

## **USING WORKGROUP FEATURES**

### **Using Comments**

- How To Add A Comment Into A Cell
- How To Show/Hide Comments Permanently
- How To Show/Hide Comment Indicators
- How To Inspect A Workbook
- How To Apply Password Protection To Editable Cells

### **Sharing Workbooks**

- How To Enable Workbook Sharing
- How To Merge Copies Of Shared Workbooks
- How To Accept Or Reject Changes In A Merged Workbook
- How To Protect A Shared Workbook
- How To Track Changes In The Same Workbook
- How To Accept Or Reject Changes From Different Users

## **AUTOMATING ROUTINE TASKS WITH MACROS**

### **Understanding and Using Macros**

- How To Record And Run A Macro
- How To Create A Run Macro Button And Show The Developer Tab
- How To Create A Macro Command Button On A Worksheet
- How To Edit The Command Button
- How To Edit Macro Coding
- How To Rename A Macro
- How To Record And Run A Relative Reference Macro

## **INTEGRATING DATA WITH OTHER APPLICATIONS**

### **Importing/Exporting Data**

### **Retrieving Data from A Database**

Visit our website at [www.training.oa.mo.gov](http://www.training.oa.mo.gov) to find other technical and computer training programs.

