



Microsoft
**Office
Excel 2010
Advanced**



Training Course Outline

- Pivot Tables
- Input Tables
- Charts
- Hyperlinks
- Linking & Embedding
- Importing Text Files
- Sorting and Filtering data
- Tracking and Reviewing Changes
- Scenarios
- Validating
- Auditing
- Macros
- Passwords & Security Issues



| | |
|-------------------|---|
| Duration | 12 hours |
| Date | 20th, 27th March, 3rd April 2014 (weekday-Thursdays) 30th March, 6th, 20th April, 2014 (weekend-Sundays) |
| Time | 1.30pm - 5.30pm |
| Course Fee | Rs. 7,500 /- |

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Excel 2010 Advanced Microsoft Office Training

S Baum



Excel 2010 Advanced Microsoft Office Training:

Excel 2010 Axzo Press Axzo Press,2011-02-16 This ILT Series 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 exam for Excel 2010 exam 77 882 For comprehensive certification training students should complete the Basic Intermediate and Advanced courses for Excel 2010 *Excel 2010* Axzo Press,Axzo Press

Staff,2011-02-21 This ILT Series 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 exam for Excel 2010 exam 77 882 For comprehensive certification training students should complete the Basic Intermediate and Advanced courses for Excel 2010 [Illustrated Course Guide: Microsoft Excel 2010 Advanced](#) Lynn Wermers,2011-01-01

Loved by instructors for the visual and flexible way to build computer skills the Illustrated Course Guides are ideal for teaching Microsoft Excel 2010 to students across experience levels Each two page spread focuses on a single skill making information easy to follow and absorb The Illustrated Course Guides split Microsoft Excel 2010 concepts and skills into three manageable levels Basic Intermediate and Advanced perfect for workshops or accelerated courses Important Notice Media content referenced within the product description or the product text may not be available in the ebook version **Excel**

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certification training students should complete the Basic Intermediate and Advanced courses for Excel 2010 *Illustrated Course Guide: Microsoft Excel 2010 Basic* Elizabeth Eisner Reding, Lynn Wermers, 2010-10-05 Loved by instructors for the visual and flexible way to build computer skills the Illustrated Course Guides are ideal for teaching Microsoft Excel 2010 to students across experience levels Each two page spread focuses on a single skill making information easy to follow and absorb The Illustrated Course Guides split Microsoft Excel 2010 concepts and skills into three manageable levels Basic Intermediate and Advanced perfect for workshops or accelerated courses Important Notice Media content referenced within the product description or the product text may not be available in the ebook version [Illustrated Course Guide: Microsoft Word 2010 Advanced](#) Carol Cram, 2011-01-06 Loved by instructors for the visual and flexible way to build computer skills the Illustrated Course Guides are ideal for teaching Microsoft Excel 2010 to students across experience levels Each two page spread focuses on a single skill making information easy to follow and absorb The Illustrated Course Guides split Microsoft Excel 2010 concepts and skills into three manageable levels Basic Intermediate and Advanced perfect for workshops or accelerated courses Important Notice Media content referenced within the product description or the product text may not be available in the ebook version **Illustrated Course Guide: Microsoft Access 2010 Advanced** Lisa Friedrichsen, 2011-01-01 Loved by instructors for the visual and flexible way to build computer skills the Illustrated Course Guides are ideal for teaching Microsoft Excel 2010 to students across experience levels Each two page spread focuses on a single skill making information easy to follow and absorb The Illustrated Course Guides split Microsoft Excel 2010 concepts and skills into three manageable levels Basic Intermediate and Advanced perfect for workshops or accelerated courses Important Notice Media content referenced within the product description or the product text may not be available in the ebook version *Advanced Microsoft Excel 2010* Guy Vaccaro, 2011 In this Advanced Excel 2010 training video expert author Guy Vaccaro follows up his bestselling Beginners Excel 2010 tutorial by delving even deeper into this powerful spreadsheet software Microsoft Excel 2010 is much more than a quick way to add up numbers In this video based tutorial you will learn advanced features such as nesting IF statements how to calculate the Mean of a group of numbers using AVERAGEIF SUMIF and more You will learn about performing lookups with HLOOKUP and VLOOKUP This tutorial also covers Sparklines and goes in depth with Pivot Tables and Charts Finally you will learn how to create and record your own Macros This advanced tutorial video is not for beginners and only if you have a firm grasp of the basics should you proceed with this video training By the conclusion of this advanced computer software tutorial for Microsoft Excel 2010 you will have mastered the advanced features and functions of this software Working files are included to allow you to follow along with the same files the author trains you with [Illustrated Course Guide: Microsoft Powerpoint 2010 Advanced](#) David W. Beskeen, 2011-01-01 Loved by instructors for the visual and flexible way to build computer skills the Illustrated Course Guides are ideal for teaching Microsoft Excel 2010 to students across experience levels Each two page spread focuses on a

single skill making information easy to follow and absorb The Illustrated Course Guides split Microsoft Excel 2010 concepts and skills into three manageable levels Basic Intermediate and Advanced perfect for workshops or accelerated courses Important Notice Media content referenced within the product description or the product text may not be available in the ebook version *Microsoft Excel 2010 - Advanced* EZ-Ref Courseware,2010-12-15 Advanced Color Instructor Guide for instructor led computer training Meant to be used with our companion student training manuals for learning the advanced concepts of Microsoft Excel 2010 To download the exercise files that accompany this title please visit <http://www.ezref.com> exercise files For information regarding unlimited printing with the ability to customize our courseware please visit our website www.ezref.com Topics covered in Microsoft Excel 2010 Advanced 6 8 hours Creating Outlines Pivot Tables Pivot Charts Advanced Chart Options Adding Clipart Graphic Files AutoShapes Adding Word Art Using the Goal Seeker Creating Scenarios Adding an Outlook Task Consolidating Data Importing Exporting Customizing the Toolbar Working with Styles Custom Views File Properties Setting Program Options Sending Workbooks Creating Web Pages **Microsoft Excel 2010 Plain & Simple** Curtis Frye,2010-06-15 Get the guide that makes learning Microsoft Excel 2010 plain and simple This full color no nonsense book shows you the quickest ways to solve a problem or learn a skill using easy to follow steps and concise straightforward language You ll analyze manage and share information in more ways than ever before Here s WHAT you ll learn Manage your financial data and personal expenses Get started quickly with prebuilt templates Create formulas and functions to do the hard work Sort filter update and copy your data Use charts and graphics to bring data to life Collaborate with colleagues by sharing spreadsheets online Here s HOW you ll learn it Jump in whenever you need answers Easy to follow STEPS and SCREENSHOTS show exactly what to do Handy TIPS teach new techniques and shortcuts Quick TRY THIS exercises help apply what you learn right away *Microsoft Excel 2010 Intermediate: Illustrated Course Guide* Lynn Wermers,2010-11-18 Loved by instructors for the visual and flexible way to build computer skills the Illustrated Course Guides are ideal for teaching Microsoft Excel 2010 to students across experience levels Each two page spread focuses on a single skill making information easy to follow and absorb The Illustrated Course Guides split Microsoft Excel 2010 concepts and skills into three manageable levels Basic Intermediate and Advanced perfect for workshops or accelerated courses Important Notice Media content referenced within the product description or the product text may not be available in the ebook version **Boot-Click-Enter** 1 Gurpreet Bindra , Manjeet Jauhar, Boot Click Enter Enter the world of IT based on Windows 7 and MS Office 2010 comprises of eight computer science textbooks for classes 1 8 The series is based on an interactive approach to teach various concepts related to Computer Science This series is created to help students master the use of various kinds of software and IT tools The books have been designed to keep pace with the latest technologies and the interests of the 21st century learners **Microsoft Excel 2010: Comprehensive** Sandra Rittman,2011 Microsoft Excel 2010 Comprehensive provides extensive thorough training of Excel 2010 This text covers introductory through

advanced topics and is ideal for the computer user who wants to become well versed in using Excel 2010 This textbook is approved courseware for preparing students for the Microsoft Office Specialist MOS certification exam Certification validates skills in the 2010 Microsoft Office suite enabling students to demonstrate that they have mastered the necessary skills Topics introduced in Unit 1 include the Ribbon interface entering and editing data selecting cells and ranges printing worksheets creating formulas and functions formatting cell contents inserting and deleting columns rows and cells charts and more Unit 2 covers such topics as large worksheets and workbooks tables outlines inserting clip art pictures and SmartArt templates digital signatures and more In Unit 3 students are introduced to PivotTables and macros financial functions data analysis auditing and additional functions advanced formatting and analysis tools collaboration and more The text concludes with an integration lesson

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Advanced Guide to Microsoft® Excel 2010 Elizabeth Nofs,2011-08-19

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