



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

Elizabeth Nofs



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

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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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