

EXCEL 2010 Advanced Level

OBJECTIVES

At the end of this course, the participant will be able to verify certain hypotheses in a spreadsheet, to protect it and to work with linked sheets and spreadsheets.



Also, they will be able to use the "IF" function to verify hypotheses, to create a protected and documented sheet, and to link sheets or spreadsheets using the pointer.

TARGET CLIENTELES

Any person who knows how to format a spreadsheet and who uses various types of addressing and formulae in developing spreadsheets.

PREREQUISITE

Having taken the intermediate level course

SYLLABUS

1. Validation of data

- General
- Display an entry message
- Restrict data entry
- Define restrictions
- Fill out a restricted cell
- Show an alert message after entering data

2. The "IF" function

- Use the "IF" function to check out hypotheses

3. Create a protected and documented spreadsheet

- Use comments

- Use protection tools

4. Manipulate multiple worksheets

- Add a sheet to the spreadsheet
- Name sheets
- Move or copy a sheet
- Delete a sheet
- Move or copy information from one sheet to another
- Group worksheets to enter data, format and print

5. Plan

- Symbols in a plan
- Creation
- Manual creation
- Automatic creation
- Plan styles
- Modify a structure
- Create a group
- Disassociate a group
- Delete a plan
- Display
- Decrease the display
- Develop the display

6. Lists

- Create a list
- Add files
- Move within the grid
- Modify files
- Delete files
- Calculated fields
- Create a calculate field
- Change an equation
- Representation of a calculated field in a grid

7. Filters

- Automatic filters
- Personalized automatic filters

8. Elaborate filters

- Multi-criteria using the OR operator
- Criteria including a "joker"
- Calculate criteria
- Empty or unempty fields
- Launch the execution
- Database functions
- Entering a database function
- DCOUNTA
- DPRODUCT
- DSUM
- DVAR
- Sub-totals
- Create and delete sub-totals

9. Pivot tables

- Link sheets or spreadsheets by using the pointer
- Create Pivot tables
- Elements
- Pivot table tools
- Modify a Pivot table
- Using Page fields
- Detailing values
- Pivot charts
- Create a Pivot chart (using list mode)
- Create a Pivot chart (using a Pivot table)

10. Data tables

- General
- Tables with unique data entry
- Tables with double data entry
- Erase values
- Update

11. Target value

12. Solver

- General
- Launch the application
- Lookup a value
- Simple constraints
- Create a constraint
- Modify a constraint
- Delete a constraint
- Lookup many values
- Complex constraints
- Duration of lookup

13. Lookup functions

- LOOKUPV function
- General
- Create a lookup table
- Using LOOKUPV
- LOOKUPH

14. Consolidation

- General
- Generate the consolidation
- Modify a consolidation table
- Update a consolidation table linked to its sources
- Update a consolidation table not linked
- Add source area
- Delete a source area

15. Spy Window

- General
- Add cells in the Spy window
- Delete cells in the Spy window

16. Publish in PDF or XPS

- General
- Publishing

17. Data recovery

- General
- Activate automatic data recovery
- Data recovery in case of an issue

18. Objects

- General
- Drawing tools
- Various objects
 - Line
 - Ellipse and circle
 - Rectangle
 - Text area
- Select objects
- Moving objects
- Format object
 - Change shape
 - Add text to a shape
 - Modify the shape
 - Rotation
 - Contours and filling out
- Superposition
- Group objects
- Link objects to cells
- Print objects