

EXCEL 2010 **Intermediate Level**

OBJECTIVES

At the end of this course, the participant will be able to organise the sheets in a spreadsheet, calculate between sheets and spreadsheets, present a table as a plan or group data, use functions to carry out statistical, temporal or logical calculations, use reference names in formulae, create a data list, sort and filter a list of data, use search functions with a data list, and create, modify and use Pivot tables.



TARGET CLIENTELE

Public

PREREQUISITE

Having taken the beginner level course.

COURSE SYLLABUS

1. Organize sheets in a spreadsheet

- Move within sheets of a spreadsheet
- Rename a sheet
- Regroup sheets in a spreadsheet
- Manipulate sheets in a spreadsheet

2. Carry out calculation between sheets and spreadsheets

- Create equations using references to other spreadsheets
- Establish links between spreadsheets
- Manage links

3. Use functions

- Enter a function
- Change a function and use the wizard to nest functions
- Use statistical, logical, text, date/time and financial functions

4. Use reference names

- Create reference names
- Go to a names item
- Use the Name manager
- Use a reference name in an equation

5. Organize data into a list and data tables

- Know the structure of a data list
- Create a data list
- Use the validation of data
- Manipulate a data list using data table tools
- Import data

6. Sort a data list

- Identify the elements needed to sort
- Sort a data list

7. Filter a data list

- Use automatic filters
- Use advanced filters
- Search, segments

8. Use functions to get statistical calculation in a data list

- Use equations destined for a data list
 - Database
 - SumIfs
- Search functions
 - Search
 - VLOOKUP
 - HLOOKUP

9. Create Pivot tables

- Define a Pivot table
- Create a Pivot table

- Modify display options and Pivot table disposition
- Insert a segment
- Manipulate fields
- Apply a style to a Pivot table
- Update data from a Pivot table
- Relationship between tables and charts, multi-table fields, chronological segments, extract from top and bottom

10. Create a Pivot chart

- Define and create a Pivot chart
- Add a field in a Pivot chart
- Filter data from a Pivot chart
- New Pivot charts