CDU Short Courses

Microsoft Excel 2010 - Advanced

A 1 day course delivered by Charles Darwin University.

COURSE INFORMATION
This course aims to provide skills and knowledge which will allow the attendee to create lookup functions, set Excel working options, enhance charts, protect worksheet data, perform advanced data operations using summarising, PivotTables, data consolidations, goal seeking, and Solver, and create and use macros.

This course is designed for users who need to use some of the more advanced features of Microsoft Excel 2010.

LEARNING OUTCOMES
Participants who complete this course should be able to:
• use a range of lookup and reference functions
• modify Excel options
• customise the formatting of charts in Excel
• create and use labels and names in a workbook
• protect data in worksheets and workbooks
• use data linking to create more efficient workbooks
• use the Data Consolidation feature to combine data from several workbooks into one
• understand and create simple PivotTable reports
• construct and operate PivotTables using some of the more advanced techniques
• create and edit a PivotChart
• group cells and use outlines to manipulate the worksheet
• use Solver to solve more complex and intricate problems
• create recorded macros in Excel
• use the macro recorder to create a variety of macros

COURSE CONTENT
This course covers the following areas:
• Lookup Functions
• Setting Excel Options
• Chart Object Formatting
• Labels And Names
• Protecting Data
• Summarising And Subtotalling
• Data Linking
• Data Consolidation
• Pivot Tables
• PivotTable Techniques
• PivotCharts
• Goal Seeking
• Grouping And Outlining
• Solver
• Recorded Macros
• Recorder Workshop

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