

QUICKSTART - EXCEL 2010 - ADVANCED

Topic

Calculating across Multiple Worksheets and Workbooks

- Consolidation
- Linking
- 3-D Formulas

Using What-If Analysis

- Scenario Manager
- Data Tables (1 and 2 input)
- Goal Seek
- Solver

Analyzing Data with PivotTables

- Auto Filter
- Creating a Pivot Table Report
- Creating a Pivot Chart
- Analyzing 3-D Data
- Using the GETPIVOTDATA Function
- Updating Pivot Table

Exchanging Data with Other Program

- Importing a Text File
- Importing a Database File
- Inserting a Graphic File in a Worksheet
- Embedding a Worksheet
- Linking a Worksheet to another Program
- Embedding an Excel Chart into a PowerPoint Slide
- Importing a List into an Access Table

Excel Functions and Data Entry Tools

- Controlling Worksheet Calculations
- Cell and Worksheet Protection
- Creating a Template
- Data Validation
- MATCH, OFFSET, SUMIF
- Array Functions

Creating simple Macro and Viewing/Writing VBA Code

- Macro Recorder
- Running a Macro
- Functions vs. Subroutines
- Editing a Macro using VBE
- Writing your own simple Visual Basic Macro
- Debugging