

## EXCEL 2010: LEVEL 3

Available Dates: **Call for Dates**

Class Length: **1 day**

Cost: **\$199**

[Email Computer Visions about this class](#)

### **Class Outline:**

#### **Description:**

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 work with PivotTables and PivotCharts, 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.

#### **Table Of Contents:**

##### **Unit 1: Logical and statistical functions**

Topic A: Logical functions

Topic B: Math and statistical functions

##### **Unit 2: Financial and date functions**

Topic A: Financial functions

Topic B: Date and time functions

Topic C: Array formulas

Topic D: Displaying and printing formulas

##### **Unit 3: Lookups and data tables**

Topic A: Using lookup functions

Topic B: Using MATCH and INDEX

Topic C: Creating data tables

##### **Unit 4: Advanced data management**

Topic A: Validating cell entries

Topic B: Exploring database functions

##### **Unit 5: Exporting and importing**

Topic A: Exporting and importing text files

Topic B: Exporting and importing XML data

Topic C: Getting external data

##### **Unit 6: Analytical tools**

Topic A: Goal Seek and Solver

Topic B: The Analysis ToolPak

Topic C: Scenarios

##### **Unit 7: Macros and custom functions**

Topic A: Running and recording a macro

Topic B: Working with VBA code

Topic C: Creating functions