

Course:**Excel 2010: Advanced, First Look Edition**

Course Details**Course Number:** 1-4260-1978-5**Category:** Business & Office Applications**Duration:** 1.00 day***Description***

This ILT Series course builds on the skills and concepts taught in Excel 2010: Intermediate. 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.

Outline**Unit 1: Advanced data management**

- Topic A: Validating cell entries
- Topic B: Exploring database functions

Unit 2: PivotTables and PivotCharts

- Topic A: Working with PivotTables
- Topic B: Rearranging PivotTables
- Topic C: Formatting PivotTables
- Topic D: PivotCharts

Unit 3: Exporting and importing

- Topic A: Exporting and importing text files
- Topic B: Exporting and importing XML data
- Topic C: Querying external databases

Unit 4: Analytical tools

- Topic A: Goal Seek and Solver
- Topic B: The Analysis ToolPak
- Topic C: Scenarios
- Topic D: Views

Unit 5: Macros and custom functions

- Topic A: Running and recording a macro
- Topic B: Working with VBA code
- Topic C: Creating functions

Unit 6: Conditional formatting and SmartArt graphics

- Topic A: Conditional formatting with graphics
- Topic B: SmartArt graphics

Please note that this content is meant to be a guideline.

Class material is subject to change and may be presented in a slightly different format than listed.