

MS Excel 2010

Intermediate

(1 Day Workshop)

Course Outline

Description:

A follow up workshop to the Excel Beginner One Day Workshop. The course covers using more advanced functions and formulae, lists, filters, views, pivot tables, and manipulating chart objects.

Note that Excel 2007 is similar in functionality to Excel 2010.

Content

- Formulae revision and development
- Functions eg. VLOOKUP, SUMIF, IF, COUNT, ...
- Fill
- Data lists
- Filtering
- Filters
- Views
- Pivot tables
- Pivot charts
- Subtotals