

MICROSOFT EXCEL 2010, ADVANCED

Overview

This course is aimed at the more experienced Excel user who wishes to consolidate their knowledge and learn some new features.

If your job involves working with Excel manipulating and analysing data in Excel, you will find this course very useful. This course is aimed to help you fill in gaps in your knowledge.

During the day we will look at many advanced functions such as Lookups, COUNTIFS, SUMIFS, What IF functions and Scenario building. You will also be shown short cuts and tips on creating spreadsheets quickly including the use of macros. We will build on skills to import data into Excel, prepare it and set up pivot tables to analyse it.

What will I learn?

Topics covered include:

- Data Validation and Data Validation Lists
- Countif/ Countifs, Sumif & Sumifs
- Array Formula
- Importing External Data & Working with Data Lists
- Working with Pivot Tables & Pivot Chart Reports
- Using VLOOKUP
- Using HLOOKUP
- Creating Macros
- Scenarios
- Protecting Cella and Work Books

The course is workshop based and can be adapted to your personal requirements.

How will I be assessed?

There is no assessment with this course, however, you will receive a certificate of attendance.

Career Opportunities

This is a useful course for all working in the administration and IT industries.

Entry requirements

You should have some prior experience of Excel. This is not a course for the IT beginner nor is it suitable for learners who have only recently completed the Introduction to Excel course. Some consolidation of learning needs to take place before attending this course.

Fees

Adult fees

£75.00

Please note: If you are an adult student you may be entitled to financial support to cover the cost of your course, dependent on your circumstances. Please contact Student Services on enquiries@kendal.ac.uk for details. [More about Student Finance. \(page_2118\)](#)

We will recruit without prejudice and aim to provide the best possible learning experience for all our learners. See our full policy at www.kendal.ac.uk/equality-diversity. Please note that whilst every effort is made to ensure that any course information provided is accurate, the College reserves the right to vary the time, location, direction and content of any class it provides and the associated fees.



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