



## Microsoft Excel 2010 Advanced (12 hours)

### Creating and Using Functions

- Round a Number
- Create a Conditional Formula
- Calculate a Conditional Sum
- Lookup
- Perform Time Calculations
- Perform Date Calculations

### Organizing Worksheet Data

- Filter Duplicate Records
- Perform Simple Sorts and Filters
- Perform Complex Sorts
- Sort by Cell Color, Font Color, or Icon
- Perform Complex Filters
- Subtotal Sorted Data
- Count Filtered Records
- Define Data as a Table
- Modify a Table Style

### Pivot Tables

- Creating a Pivot Table
- Updating Pivot Table
- Modify Pivot Table
- Formatting Pivot Table
- Creating A Pivot Chart

### Sharing Workbook with Others

- Data Validation

- Creating Drop-Down List
- Working with Comments
- Track Changes
- Protect Your Worksheets
- Locking or Unlocking Worksheet Cells
- Adding Security Encryption to a Workbook
- Password Protection to a Workbook
- Password Protection.
- Password Protecting Cells and Worksheets.
- Hiding Formulas.
- Un-Hiding Formulas.

### Macros

- Using Macros
- Setting Macro Security Options
- Recording a Macro
- Deleting Macros.
- Saving a Workbook with Macros
- Opening a Workbook with Macros
- Assigning a Macro to a Button on the Quick Access Toolbar.

### Data Analysis Tools

- Optimize result with Goal Seek
- Data Table
- Consolidate Data
- Conditional Formatting
- Solver