

Excel 2010 – Level 3

How to choose a course:	When deciding which course is best for you, it is always wise to carefully read and be aware of the topics that will be presented in it. Choosing a course purely on its title may not give you the skills you actually need.
Course Description:	This course follows on from Excel 2010 - Level 2. It is designed to give someone with an intermediate knowledge of Excel the skills to work with more advanced/ detailed features, Formulas and Functions.
Ideal Participant:	This course is ideally suited to someone who is very comfortable with Excel at an intermediate level, has a sound grasp of Excel formulas and functions and needs to take those skills to the next level.
Course Duration:	1 Day

Topics

- **Range Names**
 - apply actual names to ranges of cells to make formula construction and viewing, easier and more intuitive
- **Logical Functions**
 - create functions that use logical tests to alter their results, apply AND, OR and NOT functions as well as summing and counting numbers conditionally
- **Error Handling Functions**
 - utilise functions that can detect errors to make more user friendly spread sheets
- **Lookup Functions**
 - create functions that can match values in separate lists and retrieve information that relates to unique codes and values
- **What If Analysis Tools**
 - use tools that allow you to view data with multiple permutations for comparison and analysis, Goal Seek, Data Tables, and Scenario Manager
- **Using Array Formulas**
 - make a single function that can span a vast array of cells to save memory and time
- **Custom Number Formatting**
 - create unique number, date and time formats from scratch or learn how to modify existing formats to exactly match your requirements
- **Introduction to Macros**
 - implement automation into Workbooks to reduce the need to manually perform repetitive tasks, create buttons to make macros easy to run, make basic modifications to VBA code

* For course customisation options please contact SLM Images