



## Microsoft Excel 2010 Advanced Course Outline

### Section 1 - Summarizing Data

- 3D reference formulas
- 3D reference functions
- Subtotals
- Advanced filters

### Section 2 - Functions in Lists

- SUBTOTAL function
- Formula AutoComplete
- Change the Function
- COUNTIF and SUMIF
- FREQUENCY function
- Database functions
- Ranges and formulas
- DMAX Formula

### Section 3 - Lookup Formulas

- Assign range names
- Lookup formulas
- Linked formulas
- Workspace option
- Linking functions
- Protecting workbooks
- Security warnings
- Excel Templates
- Array formulas

### Section 4 - Working with Text

- Import Wizard
- CONCATENATE and PARSE
- Text to Columns command
- Transpose
- TEXT function

### Section 5 - Macros

- Display the Developer tab
- Recording and running macros
- Macro-enabled workbooks
- Absolute references in macros
- Testing macros
- Editing macros
- Visual Basic Editor
- Relative references in macros
- Write a Sub Procedure
- Assign macros to keystrokes
- Assign macros to buttons
- User-defined functions

### Section 6 - Office Integration

- Copying into Word
- Linking worksheet objects
- Updating links
- Edit existing links
- Embedding worksheet objects
- Importing from Access
- Importing from the Internet
- Access Get External Data command