



Microsoft® Excel 2010 Level 3

Price: \$295

Course Description:

In Microsoft® Office Excel 2010 Level 3, you will automate some common Excel tasks, apply advanced analysis techniques to more complex data sets, collaborate on worksheets with others, and share Excel data with other applications.

Duration: Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 7 hours (1 day)

Course Objectives: To learn to utilize advanced functions for decision-making.

Upon successful completion of this course, students will be able to:

- Apply conditional formatting to analyze data visually
- Apply filters to display specific data
- Use Excel logical functions to make decisions
- Use Excel lookup functions to return a value from a range
- Import/Export data to/from Excel

Prerequisite: Excel Level 1 and 2 or comparable Excel experience.

Course Outline	
Conditional Formatting <ul style="list-style-type: none">• Cell highlighting• Rules• Data bars• Color scales• Icon sets	Database Functions <ul style="list-style-type: none">• Vertical Lookup• Horizontal Lookup
Filters <ul style="list-style-type: none">• Number filters• Text filters• Color filters	Logical/Decision Making Functions <ul style="list-style-type: none">• IF statements• AND/OR• IFERROR
Advanced Sorts/Filters <ul style="list-style-type: none">• Simple sorts• Multi-level sorts• Advanced filters	Export Data <ul style="list-style-type: none">• Native Excel formats .XLSX• Non-native Excel formats• Comma delimited ASCII text• Tab delimited ASCII text
Data Validation <ul style="list-style-type: none">• List, Date, Time• Text Length	Import Data <ul style="list-style-type: none">• Delimited ASCII text files• Fixed width ASCII text files• Access databases• Web-based data source