

**Course:** EXCEL 2010  
**Level:** Advanced  
**Duration:** 10 hours (This may vary as you learn at your own pace but there is no extra charge if the time is extended)

**Suitable for:**

This course is suitable for those who already have knowledge of this software and who would like to know how to use the more advanced functions of Excel.

**Pre-requisites:**

Excel 2010 intermediate course or similar skill level.

**Course objectives:**

To enable the individual to use many of the more important and complex features of this powerful spreadsheet package.

**Benefits:**

- ✓ Gain a high level of skill in a short space of time
- ✓ Enhance your career prospects and maximise your efficiency at work
- ✓ Learning is made easy as the training is computer based with hands on exercises and supported by high quality workbooks
- ✓ The workbook is yours to keep thus providing a source of reference after the course has finished
- ✓ Learn at your own pace in your own home

**Syllabus includes:**

- Text to Columns
- Paste Special
- Data Validation
- Subtotals and grouping
- Consolidate Data
- What-if Analysis - Data Tables
- What-if Analysis - Scenarios
- What-if Analysis - Goal Seek
- Text Functions
- Lookup Functions
- Maths and Trig Functions
- Statistical Functions
- Database Functions
- Formula Auditing and Error Tracing
- Linking Data
- Hyperlinks
- Getting External Data
- Pivot Tables and Pivot Charts
- Protecting and Sharing Worksheets and Workbooks
- Workbook Properties and Inspection
- Encrypting and Finalising Workbooks
- An Introduction to Macros

**Suitable follow on courses:**

Other Microsoft Office applications

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