Excel 2010 - Level 4

Duration: 8 Hours

Overview:
Microsoft Excel 2010 has many tools and functions that help you in analysing varied data to make decisions having large scale implications on profitability, be it in the domain of sales, project management, credit, equities, futures, options, currency, and so on. In this course, you will use the advanced features of Microsoft Excel 2010 to attain a high degree of proficiency as an Excel power user. This course can also benefit you if you are preparing to take the Microsoft Office Specialist (MOS) Certification exams for Microsoft Excel 2010.

Target Audience:
This course is designed for advanced Microsoft Office Excel professionals who may work or be interested in the domain of finance, statistics, project analysis, and market analysis including the fields of micro- and macro- economics.

Pre-requisites:
To ensure the successful completion of this course, the following courses or equivalent knowledge is required:

- Microsoft Excel 2010 – Level 1
- Microsoft Excel 2010 – Level 2
- Microsoft Excel 2010 – Level 3

At Course Completion:
After completing this course, students will be able to:

- Manipulate data using statistical and lookup functions
- Analyse data using the data analysis tools in Microsoft Excel 2010
- Make investment decisions using the financial functions in Excel 2010
- Examine data using math functions in Excel 2010
- Manipulate data using text and information functions in Excel 2010
- Create templates and work with Excel’s advanced chart options
- Manage data in Excel workbooks

Lesson 1: Manipulating Data Using Statistical and Lookup Functions
- Forecast GDP Using Statistical Functions
- Evaluate Sales Data Using Statistical Functions
- Analyse Stock Data Using Statistical Functions
- Mine Data Using the Lookup and Reference Functions

Lesson 2: Working with Data Using Financial Functions
- Develop an Investment Schedule Using Financial Functions
- Make Investment Decisions Using Financial Functions

Lesson 3: Examining Data Using Math Functions
- Analyse Sales Data Using Math Functions
- Calculate Stock Returns Using Math Functions
- Aggregate GDP Data Using Math Functions

Lesson 4: Manipulating Data Using Text and Information Functions
- Manipulate Data Using Text Functions
- Validate Data Using Information Functions

Lesson 5: Working with Templates and Charts
- Create Advanced Templates
- Create Advanced Charts

Lesson 6: Managing Data in Workbooks
- Retrieve and Paste Data
- Clean Data in Workbooks