



Index Computers

Professional Computer Services

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Course Outline

Excel 2010

Level 3

Logical and Statistical Functions

Logical Functions
Math and Statistical Functions

Financial and Date Functions

Financial Functions
Date and Time Functions
Array Formulas
Displaying and Printing Formulas

Lookups and Data Tables

Using Lookup Functions
Using MATCH and INDEX
Creating Data Tables

Advanced List Management

Validating Cell Entries
Exploring Database Functions

PRICE: \$150, including manual

PivotTables and PivotCharts

Working with Pivot Tables
Rearranging Pivot Tables
Formatting Pivot Tables
Using PivotCharts

Exporting and Importing

Exporting and Importing Text Files
Exporting and Importing XML Data
Getting External Databases

Analytical Tools

Goal Seek and Solver
The Analysis Tool Pak
Scenarios

Macros and Custom Functions

Running and Recording a Macro
Working with VBA Code
Creating Functions