



Excel 2010 Level 3

Advanced Calculations

3 hours

Is this course for you?

You can perform calculations in Excel using formulas and simple functions and now want to use some of Excel's more advanced calculation features.

Pre-requisites

The course assumes that delegates are familiar with:

- basic operations in Microsoft Windows,

- Excel calculation techniques covered in the Level 2 course, **Performing Calculations**.

Course duration

3 hours, including a 15 minute break.

Course objectives

At the end of the course, you will be able to use some of Excel's more advanced functions, such as IF and VLOOKUP. You will know how to construct 3D formulas taking data from multiple sheets and how to consolidate data, producing summary reports from data in multiple workbooks. You will also be able to analyse worksheet structure and track down errors using Excel's Formula Auditing tools.

A handout covering the main course topics will be provided.

Linking worksheets and workbooks

- Use a 3D formula to sum data across multiple sheets

- Build a formula using data from other workbooks

- Produce a summary report using data consolidation

Use functions in calculations

- Use Excel's function libraries

- Choose from different outcomes with IF

- Look up data in a table with VLOOKUP

- Nest one function inside another

Perform what-if analysis

- Use Goal Seek to understand what you need to do to hit a target

Analyse formulas

- Use Excel auditing tools to examine worksheet structure

- Track down the source of an error

- Evaluate a formula step by step

This is a provisional course outline and may change