

Course Code: VTLOKMEAX**Duration:** 2 Days (14 Hours)**SkillsConnect SDF** Approved Course
 Eligible for: SkillsFuture Credit
 SDF Grant ▪ PIC Scheme


Course Brief

A 2-day hands-on follow on course designed to equip users with features in Microsoft Excel 2010 that will enable you to perform better data analysis and create more complex and comprehensive reports to make better decisions.

Learn how to consolidate data and use Excel like a database to filter and retrieve data using Excel functions. You will also learn how to generate dynamic reports through data field selection and criteria quickly and easily.

Discover how to customise your ribbon (known as the Tool bar in versions 2003 and older) to suit your personal comfort to quickly access functions.

This hands-on course coupled with exercises to allow you to practice on lessons taught to enforce understanding on Microsoft Excel and experience Excel's ability to greatly reduce your time in scenario planning and data analysing.

Course Outline

WORKING WITH TEMPLATES

- Types of Templates
- Create and Apply a Template

DATA VALIDATION

- Setting Data Validation
- Specify Input Message
- Specify an Error Alert
- Perform Data Validation Function
- Circle Invalid Data
- Clear Validation Circles

ADVANCED FUNCTIONS

- If Function & Nested If Function
- IF (AND) and IF (OR) Functions
- CountIF & SumIF Functions
- Vlookup & Hlookup Functions

WORKING WITH DATABASE

- Sort by Cell / Font Colour / Custom List
- Visible Table Headers
- Data Forms
- Filtering Data
- Custom Filter & Advanced Filter
- Display Filtered Data
- Subtotals & Outlining a Worksheet
- Table Feature

DATA CONSOLIDATION

- Consolidate Data by Category / Position
- Add Source Area to an Existing Summary Area
- Change and Delete a Reference List
- Create Links in a Consolidation

SCENARIO MANAGER

- Create and Display a Scenario
- Edit, Delete & Merge Scenario
- Generate a Scenario Summary Report

AUDITING

- Trace Cell Precedents, Depedents & Cell Error
- Remove Tracer Arrows

USING GOAL SEEK

WORKING WITH MACROS

- Set Up the Developer Tab
- Record, Run, Edit & Delete a Macro
- Add a Macro to the Quick Access Toolbar
- Add and Remove a Macro to and from a tab

WORKING WITH PIVOT TABLE

- Create a Pivot Table
- Edit and Update a Pivot Table
- Filter Data by Creating Page Fields
- Create a Chart from Pivot Table
- Customize a Pivot Table
- Create a Formula in a Pivot Table Report
- Use Search Box to Filter Data in a Pivot table
- Create Fill Down Labels in a Pivot table
- Slicers in a Pivot Table
- Formatting Pivot Table

ANALYSIS DATA

- Add Line Sparklines / Column Sparklines
- Add Win/Loss Sparkline
- Remove a Sparkline
- Set Value Points to Show
- Changing Sparklines Style
- Formatting a Sparkline Manually

CUSTOMISING THE RIBBON

- Change Defaul Tabs, Groups or Commands
- Add / Remove a Custom Tab or Custom Group
- Add a Command to a Custom Group
- Reset the Ribbon
- Export / Import a Customised Ribbon

This Course Is For

Learners who have attended our Microsoft Excel 2010 Basic to Intermediate course or for users with good working knowledge and experience in using Microsoft Excel 2007 / Excel 2010

Public Sector - Division 1, 2 & 3
 Private Sector - Applicable to All

Course Fee

S\$330.00 before GST
 S\$353.10 after GST

Related Courses

- MS Excel 2010 Pivot Table Proficiency
- MS Excel 2010 VBA Programming

Four Ways to Register

- 1) By e-mail/Fax
 Download Registration form
- 2) Online Sign Up via our website
- 3) By HRMS-2 / ACE System
 For government ministries on HRMS-2 or ACE portals inform your Training Coordinator of our **Course Code** and **Course Date**. Be sure to inform them that the Training Provider is **Oaks Training**
- 4) By Phone: Call 6423-1183

Customisation/Request

We can:

- Customise this course
- Conduct In-house Training
- Conduct Evening/Saturday Classes



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For Your Delight

- Refreshments are provided for morning and afternoon tea breaks.
- A Certificate of Attendance will be given subject to 90% attendance.