

Stephen Moffat, The Mouse Training Company

Excel 2010 Advanced



Contents

	Introduction	7
1	Advanced worksheet functions	9
	Conditional & Logical Functions	10
	Counting And Totalling Cells Conditionally	14
	And, Or, Not	25
	Lookup Functions	31
2	Views, scenarios, goal seek, solver	39
	Goal Seeking And Solving	40
	Advanced Solver Features	47
	Scenarios	51
	Views	59
3	Using excel to manage lists	64
	Excel Lists,List Terminology	64
	Sorting Data	65
	Subtotals	73
	Filtering A List	79

	Criteria Tips	91
	Multiple Criteria	93
	Calculated Criteria	94
	Data Consolidation	102
	Pivottables	106
	Modifying A Pivottable	117
	Managing Pivottables	123
	Formatting A Pivottable	130
	Banding	131
	Slicers	135
4	Charts	143
	Introduction To Charting	143
	Creating Charts	145
	Formatting Charts	157
	Changing The Chart Layout	163
	Sparklines	177
5	Templates	184
	Introduction To Templates	185
	Create Custom Templates	187

6	Drawing and formatting	194
	Inserting, Formatting And Deleting Objects	195
	More Formatting	209
7	Excel tools	227
	Reviewing	228
	Auditing	245
	Proofing Tools	251

Introduction

Excel 2010 is a powerful spreadsheet application that allows users to produce tables containing calculations and graphs. These can range from simple formulae through to complex functions and mathematical models.

How To Use This Guide

This manual should be used as a point of reference after following attendance of the advanced level Excel 2010 training course. It covers all the topics taught and aims to act as a support aid for any tasks carried out by the user after the course.

The manual is divided into sections, each section covering an aspect of the advanced course. The table of contents lists the page numbers of each section and the table of figures indicates the pages containing tables and diagrams.

Objectives

Sections begin with a list of objectives each with its own check box so that you can mark off those topics that you are familiar with following the training.

Instructions

Those who have already used a spreadsheet before may not need to read explanations on what each command does, but would rather skip straight to the instructions to find out how to do it. Look out for the arrow icon which precedes a list of instructions.

Appendices

The Appendices list the Ribbons mentioned within the manual with a breakdown of their functions and tables of shortcut keys.

Keyboard

Keys are referred to throughout the manual in the following way:

[ENTER] – Denotes the return or enter key, [DELETE] – denotes the Delete key and so on.

Where a command requires two keys to be pressed, the manual displays this as follows:

[CTRL] + [P] – this means press the letter “p” while holding down the Control key.

Commands

When a command is referred to in the manual, the following distinctions have been made:

When Ribbon commands are referred to, the manual will refer you to the Ribbon – E.g. “Choose **home** from the Ribbons the group name – **FONT** group and then **B** for bold”.

When dialog box options are referred to, the following style has been used for the text – “In the **PAGE RANGE** section of the **PRINT** dialog, click the **CURRENT PAGE** option”

Dialog box buttons are shaded and boxed – “Click **OK** to close the **PRINT** dialog and launch the print.”

Notes

Within each section, any items that need further explanation or extra attention devoted to them are denoted by shading. For example:

“Excel will not let you close a file that you have not already saved changes to without prompting you to save.”

Tips

At the end of each section there is a page for you to make notes on and a “Useful Information” heading where you will find tips and tricks relating to the topics described within the section.