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Microsoft Excel 2010 Advanced; Power User

Bravura offers the fastest, easiest and most comprehensive way to gain the valuable computer skills in demand!
Our professional classrooms and remote classrooms help you to learn up to **70%** more information *as compared to traditional one-day or all-day classes.* **Everyone knows it is impossible to learn Excel in a single day**.

Our exclusive time-proven *(since 1994)* adult learning system eliminates overload and promotes developing practical skills with our incremental approach to learning. Create and manage a flexible class schedule where you choose from convenient sessions running two hours in length; mornings, afternoons, evenings or Saturdays. No-Wait Start Dates means you can begin immediately. We recommend no more than four hours in a given day. .All sessions are professional led by top notch industry experts who are fully certified. You'll experience a one-of-kind professional and engaging learning environment that is flexible, valuable, relevant and personal to your exact needs. **It's time to get stop settling for one-day, all-day classes.** *Join the 40,000 students who have made Bravura their technology training partner.*

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Audience: This is the #1 rated Microsoft Office skill sought by employers, regardless of occupation or industry. This is an ideal course for those wanting to advance their skills to a Power User or Expert level of Excel application and real world use. Learn advanced functions to evaluate data on the basis of specified criteria, create macros, collaborate with others, audit and analyze worksheet data, manipulate and chart data based on PivotTables and import and export data from a variety of sources and file types.

This course is suited for those using Microsoft Excel 2007 and 2010. We run Microsoft Excel 2010.

Prerequisites: To ensure your success, we recommend that you first complete the following Bravura Training courses or have equivalent knowledge:
Microsoft Office Excel 2007 or 2010 Level 1, 2 & Intermediate

Course Length: 16 hours *varies, based on need.*

Tuition: $550

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Assessment & Customization
Call us today at 952.831.2960 or click here and get started with a complimentary assessment to create a customized learning plan customized to meet your exact learning. Ask us about certification options.

Microsoft Excel 2010 Advanced
Unit 1: Advanced functions
 Topic A: Logical functions, IF, SUMIF, SUMIF's
 Topic B: Math and statistical functions
 Topic C: Financial functions, PMT
 Topic D: Displaying and printing formulas
Unit 2: Lookups and data tables
 Topic A: Using VLOOKUP and HLOOKUP functions
 Topic B: Using MATCH and INDEX
 Topic C: Creating one and two variable data tables
Unit 3: Advanced data management
 Topic A: Validating cell entries, Creating Drop-down lists
 Topic B: Exploring database functions to meet complex criteria
Unit 4: PivotTables and PivotCharts
 Topic A: Creating and working with PivotTables
 Topic B: Rearranging PivotTables and creating functions within PivotTables
 Topic C: Formatting PivotTables & Using Slicers
 Topic D: PivotCharts to display PivotTable data

Unit 5: Exporting and importing
 Topic A: Exporting and importing text files
 Topic B: Exporting and importing XML data
 Topic C: Querying external databases
Unit 6: Analytical tools
 Topic A: Goal Seek and Solver
 Topic B: The Analysis ToolPak
 Topic C: Scenarios
 Topic D: Views
Unit 7: Macros and custom functions
 Topic A: Running and recording a macro
 Topic B: Working with VBA code
 Topic C: Creating functions
Unit 8: Conditional formatting and SmartArt graphics
 Topic A: Advanced conditional formatting: data bars, color scales and icon sets.
 Topic B: Advanced SmartArt graphic implementation

What's Next?? **VBA for Excel 2010**
60 Days of Post-Course Support
Our wonderfully talented staff will support the topics and tasks covered in your course via email, remote or in our classrooms.

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