Excel 2010 – Advanced (Level 4 of 4)

Instructor

Donna M. Martin
Director, Pathology IT Resources & Development
Pathology & Laboratory Medicine
Emory University School of Medicine

Duration

2.5 hours (An additional 30 minutes if needed for questions)

Overview

Excel 2010 – Advanced — the last in a series of four — is designed to enable the user to take Excel development to a higher level. Excel is extremely powerful, and we will touch on some of the more popular advanced functions with the most important ones being security and protecting worksheet formulas. A few topics will be covered in depth, where others will be presented as a foundation for further development.

Who should attend

Some of the topics to be covered in this session are for those who will require more out of their Excel spreadsheets. However, some of the topics are very important to all Excel users (e.g., security). This session rounds out the base knowledge of Excel, and offers a platform from which to go even further.

Prerequisites

- A working knowledge of the Windows environment is beneficial; however, with the recent changes in Microsoft Office making the Excel environment more standardized across platforms, the comfort level for a Mac user on a Windows box using Excel 2010 is high.
- A clear understanding of Excel fundamentals, including basic navigating Excel, worksheet elements, and formatting data. These basics and more are included in the Excel 2010 – Fundamentals class.
- A working knowledge of formulas will be helpful, which is covered in Excel 2010 – Formulas.

Topics to be covered

- Types of security
- Protecting worksheets – how and why
- Conditional formatting
- Summary sheets
- Pivot tables
- Data analysis
- Viewing and printing formulas
- Data validation
- Lists

The workshop is comprised of three primary elements:

1. PowerPoint presentation/lecture followed by demonstration of each task to be performed
2. Hands-on exercises designed to let the user execute the demonstrated tasks
3. Question session beginning with an audience response system (iClickers) where participants enter answers anonymously to a series of questions. If the response to a question indicates a less-than-optimal number of correct answers, the topic is reviewed again—this time with student participation.