

# Excel 2010

## Intermediate

### Course Outline

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#### Setup & Printing Issues

- Margins, Orientation & Page Size
- Headers and Footers
- Printing Issues
- Spell Checking
- Viewing Workbooks Side By Side
- Printing Options

#### Functions and Formulas

- Nested Functions.
- Consolidating Data using a 3-D Reference Sum Function.
- Mixed References within Formulas.

#### Time & Date Functions

- TODAY.
- NOW.
- DAY.
- MONTH.
- YEAR.

#### Mathematical Functions

- ROUND.
- ROUNDDOWN.
- ROUNDUP.

#### Logical Functions

- IF.
- AND.
- OR.

#### Mathematical Functions

- SUMIF.

#### Statistical Functions

- COUNT.
- COUNTA.
- COUNTIF.
- COUNTBLANK.
- RANK.
- TEXT FUNCTIONS
- LEFT.
- RIGHT.
- MID.
- TRIM.

- CONCATENATE.

#### Financial Functions

- FV.
- PV.
- NPV.
- RATE.
- PMT.

#### Lookup Functions

- VLOOKUP.
- HLOOKUP.

#### Database Functions

- DSUM.
- DMIN.
- DMAX.
- DCOUNT.
- DAVERAGE

#### Named Ranges

- Naming Cell Ranges.
- Removing a Named Range.
- Named Cell Ranges and Functions.

#### Cell Formatting

- Applying Styles to a Range.
- Conditional Formatting.
- Custom Number Formats.

#### Manipulating Worksheets

- Copying or Moving Worksheets
- Splitting a Window.
- Hiding Rows, Columns & Worksheets.

#### Templates

- Using Excel Templates.

#### Paste Special Options

- Using Paste Special to Add, Subtract, Multiply & Divide.
- Using Paste Special 'Values'.
- Using Paste Special Transpose Option.