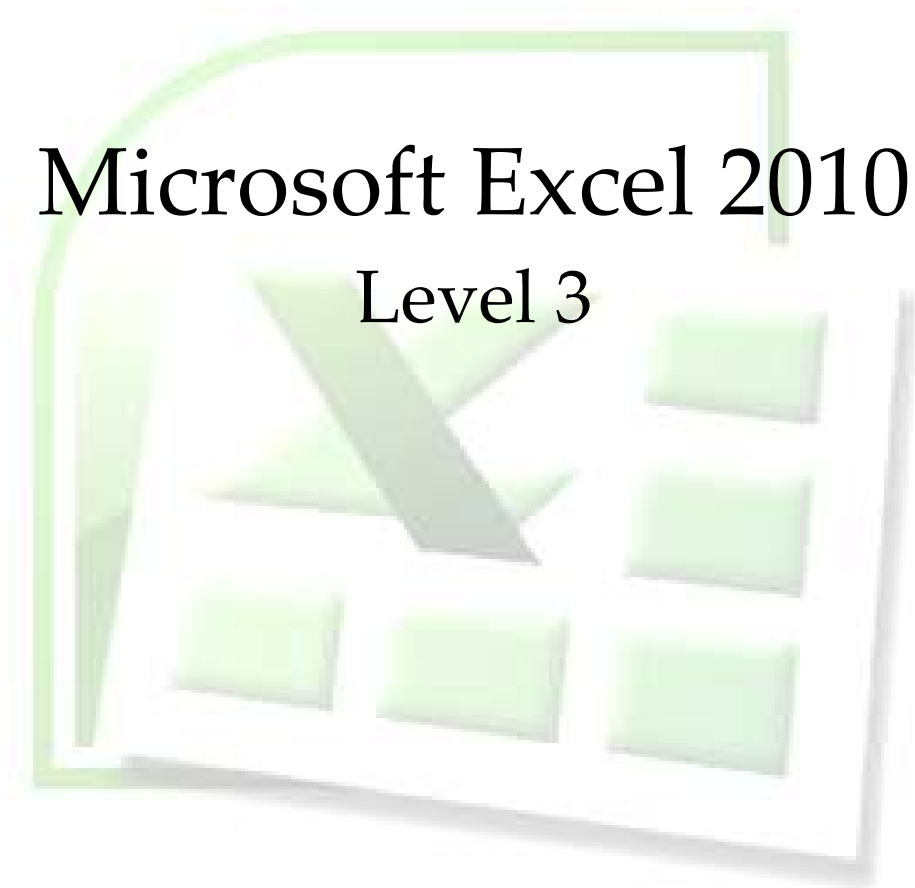




University Information
Technology Services

Microsoft Excel 2010

Level 3



University Information Technology Services

Outreach, Training, Learning Technologies &
Video Production

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Excel 2010 Level 3

Table of Contents

Introduction.....	3
Learning Objectives	4
Using Macros	5
Recording a Macro	5
Running a Macro	7
Editing a Macro	8
Advanced Formulas	9
Using Insert Function and the Formula Palette	9
Creating Nested Functions.....	10
Auditing Worksheets	11
Using Database Functions.....	14
Creating a List	14
Using a Form to Enter Data.....	15
Finding a Record	17
Sorting a List	17
Sorting by One Field.....	17
Sorting by Multiple Fields.....	18
Filtering Data in a List.....	19
Analyzing Data with Pivot Tables	19
Creating Templates	21
Moving and Copying Worksheets	22
Linking Data	22
Adding a Comment to a Cell	23
Sharing Workbooks	24
Tracking Changes	25
Creating and Merging Copies	27
Protecting Workbooks and Worksheets.....	28
Protecting Cells.....	28
Protecting Worksheets	29
Protecting Workbooks	30
Limiting Access to Shared Workbooks	30
Sparklines.....	31
Slicer	32

Introduction

Although this is an advanced level document, the material is no more difficult to master than most of the beginning and intermediate level concepts. You will learn timesaving features such as macros and templates that will make your work easier and you will learn the quickest way to troubleshoot problems with your spreadsheets.

Learning Objectives

- Automating repetitive tasks with macros
- Saving time with templates
- Using Excel as a database
- Analyzing data with pivot tables
- Auditing worksheets
- Sharing workbooks over a network
- Using Sparklines and Slicer

Using Macros

This section will explain how to use Macros. *Figure 1* show terms and definitions encountered when working with macros:

Term	Definition
Macro	A series of Excel commands and instructions that you group together as a single command to accomplish a task automatically.
Visual Basic (for Applications)	Built-in programming language that enables a user to automate simple tasks (using macros).
Visual Basic Editor	A text editor built into Visual Basic that can be used to write and edit macros attached to Microsoft Excel workbooks.

Figure 1 - Macros

Recording a Macro

The following example describes how to record a macro and how to add header information to a worksheet. Steps 1-5 below explain how to add the *Developer* tab to Excel:

1. Click the *File* tab in the top-left corner of the screen.
2. Select *Options* from the menu that appears.
3. The *Excel Options* dialogue box will open (see *Figure 2*). Click the option *Customize Ribbon*, located on the left side of the window.
4. Click to place a check next to *Developer* (see *Figure 2*) in the lower-right area of the window.

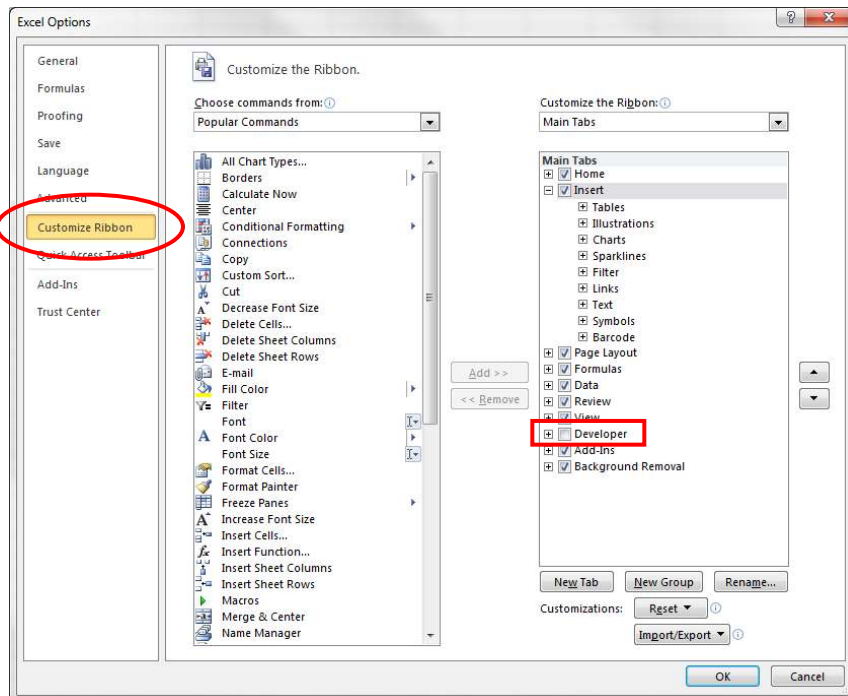


Figure 2 – Excel Options

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