

## Excel 2010 Level III

- **Logical and Statistical functions.** Logical functions; Math and statistical functions.
- **Financial and Date Functions.** Financial functions; Date and time functions; Array formulas; Displaying and printing formulas.
- **Lookups and Data Tables.** Using lookup functions; Using MATCH and INDEX; Creating data tables.
- **Advanced Data Management.** Validating cell entries; Exploring database functions.
- **Exporting and Importing.** Exporting and importing text files; Exporting and importing SML data; Getting external data.
- **Analytical Tools.** Goal Seek and Solver; The Analysis ToolPak; Scenarios.
- **Macros and Custom Functions.** Running and recording a macro; Working with VBA code; Creating functions.
- **Documenting and Auditing.** Auditing features; Comments in cells and workbooks; Protection; Workgroup collaboration.
- **Templates and Settings.** Changing application settings; Using built-in templates; Creating and managing templates.
- **PivotTables and PivotCharts.** Working with PivotTables; Rearranging PivotTables; Formatting PivotTables; Using PivotCharts.