

Advanced Applications of Excel 2010

What You Will Learn.....	1
Using Excel Tables to Manage Data.....	2
Understanding Database Terminology	2
Understanding Excel Tables	3
Setting Up Data for a Table	4
Converting a Data Range to a Table.....	4
Sorting Records.....	6
Applying Basic Filters	9
Applying Custom Filters.....	12
Applying an Advanced Filter.....	18
Removing Duplicates.....	20
Adding a Calculated Column.....	21
Adding a Total Row to Your Table	22
Applying Table Styles and Other Design Options.....	23
Exercise 1: Sorting and Filtering Data in Tables	24
Using Database Statistical Functions.....	25
Using Other Database Functions	28
Exercise 2: Using Database Functions.....	29
Exercise 3: Database Functions (Optional).....	30
Looking Things Up.....	31
Looking for Exact Matches.....	32
Exercise 4: Looking Up Values	33
Linking Data	34
Linking Between Worksheets.....	34
Linking Data Between Workbooks.....	37
Exercise 5: Linking Data	40
Analyzing Data	41
Using the PMT Function.....	41
Using Goal Seek to Perform “What-If” Analysis.....	43
Creating Scenarios	45
Exercise 6: What-If Analysis	50
Using Data Tables.....	51
Creating a Data Table with Two Input Variables	52

Appendix A: Using Styles	54
Appendix B: Troubleshooting Errors.....	58
Appendix C: Solutions to Exercises	65