



MS EXCEL 2010 - LEVEL 2




OVERVIEW

In this course, students will apply visual elements and advanced formulas to a worksheet to display data in various formats.


Duration - 1 Day

OBJECTIVES



Upon successful completion of this course, students will be able to: - use advanced formulas. - organize worksheet and table data using various techniques. - create and modify charts. - analyze data using PivotTables, Slicers, and PivotCharts. - insert and modify graphic objects in a worksheet. - customize and enhance workbooks and the Microsoft® Office Excel® environment.

WHO SHOULD ATTEND?



The target students for this course are students who desire to gain the skills necessary to create templates, sort and filter data, import and export data, analyze data, and work with Excel on the web. In addition, this course helps prepare students who desire to take the Microsoft Office Specialist exam in Excel and who already have knowledge of the basics of Excel, including how to create, edit, format, and print basic worksheets.

SUMMARY CONTENT

Lesson 1:

Calculating Data with Advanced Formulas
Apply Cell and Range Names
Calculate Data Across Worksheets
Use Specialized Functions
Analyze Data with Logical and Lookup Functions

Lesson 2:

Organizing Worksheet and Table Data
Create and Modify Tables
Format Tables
Sort or Filter Worksheet or Table Data
Use Functions to Calculate Data in a Table or Worksheet

Lesson 3:



Presenting Data Using Charts
Create a Chart
Modify Charts
Format Charts

Lesson 4:

Analyzing Data Using PivotTables, Slicers, and PivotCharts
Create a PivotTable Report
Filter Data Using Slicers
Analyze Data Using PivotCharts

Lesson 5:

Inserting Graphic Objects
Insert and Modify Pictures and ClipArt
Draw and Modify Shapes
Illustrate Workflow Using SmartArt Graphics
Layer and Group Graphic Objects

Lesson 6:

Customizing and Enhancing Workbooks and the Excel Environment
Customize the Excel Environment
Customize Workbooks
Manage Themes
Create and Use Templates

