Microsoft® Office Excel 2010: Level 1

Training Course Content

Course Objective: Students will create and edit Excel worksheets and workbooks, use formulas and functions, and apply formatting and printing techniques.

Prerequisites: To ensure your success, each student should have a general knowledge of Microsoft Windows and Microsoft Office concepts.

What's New in 2010: Enhance your workbooks with new graphic features, including the Remove Background tool, and new designs and capabilities for SmartArt graphics. Get to know the Backstage View and the new and improved excel environment, which can be fully customized. Improved paste options let you see a live preview before you select which paste to use. Users can capture screenshots using the new screenshot tool, which works on any other window, such as other documents, or even the internet.

Delivery Method: Instructor-led, group-paced, hands-on classroom-training with activities. Additionally, manuals are provided for each student for after-class reference.

Lesson 1: Creating a Basic Worksheet

Topic 1A: Explore the User Interface
Topic 1B: Update a Workbook's Properties
Topic 1C: Navigate and Select Data in Excel
Topic 1D: Enter Data and Save a Workbook
Topic 1E: Customize the Quick Access Toolbar
Topic 1F: Obtain Help
Topic 1G: Use Microsoft office Templates

Lesson 2: Performing Calculations

Topic 2A: Calculate with Formulas
Topic 2B: Calculate with Functions
Topic 2C: Copy Formulas and Functions
Topic 2D: AutoFill Options and Series List

Lesson 3: Modifying a Worksheet

Topic 3A: Manipulate Data
Topic 3B: Insert Cells, Columns, and Rows
Topic 3C: Delete Cells, Columns, and Rows
Topic 3D: Find and Replace Data in a Worksheet
Topic 3E: Manipulate Worksheet Elements

Lesson 4: Formatting a Worksheet

Topic 4A**:** Modify Fonts
Topic 4B: Add Borders, Color, and Cell Styles
Topic 4C: Change Column Width and Height
Topic 4D: Apply Number Formats
Topic 4E: Position Cell Contents

Lesson 5: Printing Workbook Contents

Topic 5A: Print Workbook Contents
Topic 5B: Set Page Layout and Print Options
Topic 5C: Set Page Breaks

Lesson 6: Managing Worksheets and Workbooks

Topic 6A: Format Worksheet Tabs
Topic 6B: Manage a Workbook
Topic 6C: Manage the View of Worksheets

Lesson 7: Inserting Graphic Objects

Topic 7A: Insert and Modify Pictures and ClipArt
Topic 7B: Draw and Modify Shapes
Topic 7C: Illustrate Workflow Using SmartArt
Topic 7D: Layer and Group Graphic Objects

Microsoft® Office Excel 2010: Level 2

Training Course Content

Course Objective: Students will learn to sort and filter data, perform complex calculations and functions, and analyze data using PivotTables and charts.

Prerequisites: To ensure your success, we recommend that you have experience with creating, editing, formatting, saving, and printing basic spreadsheets in Excel. Knowledge of formulas and functions is also suggested (SUM, MIN, MAX, AVERAGE, IF, and applying absolute referencing). Students can obtain this level of skill through our Level 1 course.

What's New in 2010: New and improved features for Excel 2010 Tables include automatic filters and enhanced searching capabilities. PivotTables and Charts are now more exciting than ever, with a new Slicer tool that allows you to interactively view your data.

Delivery Method: Instructor-led, group-paced, hands-on classroom-training with activities. Additionally, manuals are provided for each student for after-class reference.

Lesson 1: Calculating Data with Advanced Formulas/Functions
Topic 1A: Calculate Data Across Worksheets
Topic 1B: Mixed and Absolute Referencing
Topic 1C: Use Nested Functions
Topic 1D: Conditional Logic Functions

Lesson 2: Organizing Worksheet and Data into Excel's New Table Feature

Topic 2A: Create and Modify Tables
Topic 2B: Format Tables
Topic 2C: Sort and Filter Data
Topic 2D: Calculate Data Using Table Functions

Lesson 3: Using Lookup Functions

Topic 3A: Create and Use Named Ranges
Topic 3B: Manage Named Ranges
Topic 3C: VLOOKUP
Topic 3D: HLOOKUP

Lesson 4: Presenting Data Using Charts

Topic 4A: Create a Chart
Topic 4B: Modify Charts
Topic 4D: Incorporate Shapes in Charts
Topic 4E: Create Trendlines

Lesson 5: Analyzing Data Using PivotTables and PivotCharts

Topic 5A: Create a PivotTable
Topic 5B: Filter Data Using Slicers
Topic 5D: Analyze Data Using PivotCharts

Lesson 6: Customizing and Enhancing Workbooks and the Excel Environment

Topic 6A: Customize the Excel Environment
Topic 6B: Manage Themes
Topic 6C: Save a Workspace

Microsoft® Office Excel 2010: Level 3

Training Course Content

Course Objectives: Students will automate tasks with macros, use advanced analysis tools with more complex data sets, collaborate on worksheets in a team environment, and share Excel data with other applications.

Prerequisites: To ensure your success, we recommend that you have experience with performing complex calculations, intermediate level functions, charting, and data filtering. Students can obtain this level of skill through our Level 1 and 2 courses.

What's New in 2010: Create new visual reports using Sparklines, which are cell-sized graphs used to display an entire data range within one cell. Sparklines can then be autofilled for quick and easy comparative analysis. Conditional Formatting gives users more options with icon sets and data bars.

Delivery Method: Instructor-led, group-paced, hands-on classroom-training with activities. Additionally, manuals are provided for each student for after-class reference.

Lesson 1: Streamlining Workflow

Topic 1A: Create a Macro
Topic 1B: Edit a Macro
Topic 1C: Combine Macros
Topic 1D: Intro to VBA Code
Topic 1E: Options to Run a Macro

Lesson 2: Collaborating with Others

Topic 2A: Protect Data in a Workbook
Topic 2B: Restrict Document Access
Topic 2C: Share a Workbook
Topic 2D: Track Changes: Set and Review
Topic 2E: Merge Workbook

Lesson 3: Auditing Worksheets

Topic 3A: Trace Cells
Topic 3B: Troubleshoot Errors in Formulas
Topic 3C: Formulas and Error Options
Topic 3D: Create a Watch Window
Topic 3E: Remove Duplicates

Lesson 4: Analysis Tools and Add-Ins

Topic 4A: Conditional Formatting
Topic 4B: Create Sparklines
Topic 4C: Perform What-If Analysis
Topic 4D: Solver Add-In

Lesson 5: Managing Data

Topic 5A: Create a Data List Outline
Topic 5B: Consolidate Data
Topic 5C: Data Validation
Topic 5D: Convert Text to Columns
Topic 5E: Link Cells in Different Workbooks

Lesson 6: Importing and Exporting Data

Topic 6A: Import a Text or CSV File
Topic 6B: Import Data from the Web
Topic 6C: Export Excel Data
Topic 6D: Publish a Worksheet to the Web
Topic 6E: User Created Templates