



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 4C: Incorporate Shapes in Charts
Topic 4D: Create Trendlines

Lesson 5: Analyzing Data Using PivotTables and PivotCharts

Topic 5A: Create a PivotTable
Topic 5B: Filter Data Using Slicers
Topic 5C: 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