

Microsoft® Office Excel® 2010: Transition from Excel 2003 (First Look)

Course length: 0.5 day(s)

Course Description

Course Objective: You will use the new and enhanced features in Microsoft Office Excel 2010.

Target Student: This course is designed for experienced Excel users who have worked with earlier versions of Microsoft Office Excel, ideally Microsoft Office Excel 2003, and who are planning to upgrade to Microsoft Office Excel 2010.

Prerequisites: Students must have prior knowledge of Microsoft Office Excel 2003 or Excel XP on the Windows operating system.

Course Objectives

Upon successful completion of this course, students will be able to:

- Identify the elements of the Microsoft Office Excel 2010 environment.
- Organize data in Excel worksheets.
- Analyze Excel data by sorting, filtering, and conditionally formatting it.
- Present Excel data using charts, illustrations and PivotTables.
- Use Office Web Apps.

Course Content

Lesson 1: Identifying the Elements of the Excel 2010 Environment

Topic 1A: Identify the User Interface Elements

Topic 1B: Identify the Ribbon Components

Topic 1C: Use Contextual Tabs

Topic 1D: Use Excel Galleries

Topic 1E: Customize the Excel Interface

Lesson 2: Organizing Data

Topic 2A: Identify the Enhancements to Excel 2010 Spreadsheets

Topic 2B: Insert Tables

Topic 2C: Format Tables

Lesson 3: Analyzing Data

Topic 3A: Apply Conditional Formatting

Topic 3B: Sort Data in a Spreadsheet

Topic 3C: Filter Data in a Spreadsheet

Topic 3D: Apply a Formula

Lesson 4: Presenting Data

Topic 4A: Create Charts

Topic 4B: Format Charts

Topic 4C: Work with Illustrations

Topic 4D: Create PivotTables and PivotCharts

Topic 4E: Share Excel Charts

Topic 4F: Save Data in Compatible Formats

Lesson 5: Using Office Web Apps

Topic 5A: Save Excel Spreadsheets to the Web

Topic 5B: Access and Work with Spreadsheets on the Web

Appendix A: New Features in Microsoft Office Excel 2010

Appendix B: Enhanced File and Compatibility Features in Microsoft Office Excel 2010

Appendix C: Link Formatting in Tablet PCs

Appendix D: Mobile Features