

Microsoft® Office Excel® 2010: Level 2

Course Specifications

Course number: 084577

Course length: 1.0 day(s)

Course Description

Course Objective: You will use advanced formulas and work with various tools to analyze data in spreadsheets. You will also organize table data, present data as charts, and enhance the look and appeal of workbooks by adding graphical objects.

Target Student: This course is meant for those desiring to gain advanced skill sets necessary for calculating data using functions and formulas, sorting and filtering data, using PivotTables and PivotCharts for analyzing data, and customizing workbooks.

Prerequisites: Before starting this course, students are recommended to take the following Element K course or have equivalent knowledge: Microsoft® Office Excel® 2010: Level 1.

- Microsoft® Windows® XP Professional with Service Pack 2

Course 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 pivot tables, slicers, and pivot charts.
- Insert and modify graphic objects in a worksheet.
- Customize and enhance workbooks and the Microsoft Office Excel environment.

Course Content

Lesson 1: Calculating Data with Advanced Formulas

Topic 1A: Apply Cell and Range Names

Topic 1B: Calculate Data Across Worksheets

Topic 1C: Use Specialized Functions

Topic 1D: Analyze Data with Logical and Lookup Functions

Lesson 2: Organizing Worksheet and Table Data

Topic 2A: Create and Modify Tables

Topic 2B: Format Tables

Topic 2C: Sort or Filter Data

Topic 2D: Use Functions to Calculate Data

Lesson 3: Presenting Data Using Charts

Topic 3A: Create a Chart

Topic 3B: Modify Charts

Topic 3C: Format Charts

Lesson 4: Analyzing Data Using PivotTables, Slicers, and PivotCharts

Topic 4A: Create a PivotTable Report

Topic 4B: Filter Data Using Slicers

Topic 4C: Analyze Data Using PivotCharts

Lesson 5: Inserting Graphic Objects

Topic 5A: Insert and Modify Pictures and ClipArt

Topic 5B: Draw and Modify Shapes

Topic 5C: Illustrate Workflow Using SmartArt Graphics

Topic 5D: Layer and Group Graphic Objects

Lesson 6: Customizing and Enhancing the Excel Environment

Topic 6A: Customize the Excel Environment

Topic 6B: Customize Workbooks

Topic 6C: Manage Themes

Topic 6D: Create and Use Templates