Microsoft Office Excel 2010
Level 2: Intermediate

Duration
1 Day

Audience
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.

Course Description
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.

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 PivotTables, Slicers, and PivotCharts.
- insert and modify graphic objects in a worksheet.
- customize and enhance workbooks and the Microsoft Office Excel environment.

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

Course Outline

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 & 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 & 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

Ready for Excel Level 3: Advanced, or training on other Microsoft Office products?
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