Microsoft Office Excel 2010: Level 2

Objectives: 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.

Designed for: 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, learners are recommended to take Microsoft Office Excel 2010: Level 1.

Course Content:

Calculating Data with Advanced Formulas
- Apply Cell and Range Names
- Calculate Data Across Worksheets
- Use Specialized Functions
- Analyze Data with Logical and Lookup Functions

Organizing Worksheet and Table Data
- Create and Modify Tables
- Format Tables
- Sort or Filter Data
- Use Functions to Calculate Data

Presenting Data Using Charts
- Create a Chart
- Modify Charts
- Format Charts

Analyzing Data Using PivotTables, Slicers, and PivotCharts
- Create a PivotTable Report
- Filter Data Using Slicers
- Analyze Data Using PivotCharts

Inserting Graphic Objects
- Insert and Modify Pictures and ClipArt
- Draw and Modify Shapes
- Illustrate Workflow Using SmartArt Graphics
- Layer and Group Graphic Objects

Customizing and Enhancing the Excel Environment
- Customize the Excel Environment
- Customize Workbooks
- Manage Themes
- Create and Use Templates

Duration: 6 hours