

# 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

Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

**City of London: 020 7256 6668**   **Oxford Circus: 020 7580 1651**

web: [www.pitmanlondon.co.uk](http://www.pitmanlondon.co.uk)   email: [courses@pitmanlondon.co.uk](mailto:courses@pitmanlondon.co.uk)



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