



Microsoft® Excel 2010

Expert Certification

Courseware 3244-1

Exam 77-888

Course Description

Microsoft® Excel® 2010 Expert teaches the information worker how to work with different types of documents using a variety of core and intermediate features to create and edit professional-looking spreadsheets for a variety of purposes and situations. Some topics may appear to be basic skill sets but are discussed in more detail, exploring at a higher level different options that can be chosen or applied for that skill set.

Students who complete this course will have reviewed all of the exam objectives and be on their way to preparing for Microsoft Excel 2010 Expert Exam #77-888.

Course Series

This *Microsoft Excel 2010 Expert* courseware is one of nine courses in CCI's Microsoft Office Specialist 2010 series. Other courses available in the series include:

- Word 2010 Core
- Word 2010 Expert
- Excel 2010 Core
- Excel 2010 Expert
- Access 2010
- SharePoint 2010
- PowerPoint 2010
- Outlook 2010

Instructor Resources are available and are produced specifically to help and assist an instructor in preparing to deliver the course using the CCI materials. Contact your coordinator or administrator, or call your CCI Account Manager for information on how to access these resources.

Course Prerequisites

This course assumes that students have completed the *Microsoft Excel 2010 Specialist* course or have equivalent Excel knowledge and experience.

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|---|--|
| <input type="checkbox"/> Manage the worksheet environment | <input type="checkbox"/> Apply formulas and functions |
| <input type="checkbox"/> Create cell data | <input type="checkbox"/> Present data visually |
| <input type="checkbox"/> Format cells and worksheets | <input type="checkbox"/> Share worksheet data with other users |
| <input type="checkbox"/> Manage worksheets and workbooks | <input type="checkbox"/> Analyze and organize data |

Course Objectives

This course book teaches the skills you will need to successfully complete the Excel 2010 Expert exam. You will use Excel to create and edit professional-looking spreadsheets for a variety of purposes and situations. As you begin to build your skills, you will then create a variety of workbooks as well as explore different ways to share the information with internal and external customers.

After completing this course, you will be able to:

- customize chart elements
- create and use sparklines
- create trendline charts
- create and apply chart templates
- create a table and modify it
- use dynamic charts
- create, modify, and delete a workbook template
- import from and export to XML data files
- create XML schema and XML maps
- create a shared workbook
- track and merge changes on shared workbooks
- protect worksheets and workbooks
- define what a function is
- use the correct syntax for functions
- insert and use various functions
- convert data types
- use the Error Checking Tool
- trace formula errors
- use the evaluate formula
- set up a what-if scenario
- use the Goal Seeking and Solver tools
- create a data table
- use the Analysis ToolPak
- use array formulas
- outline and group data
- use advanced filtering
- create and use PivotTables and PivotCharts
- use the Slicer with a PivotTable
- use cube functions
- create and activate a macro
- edit a macro
- add a macro to the Quick Access Toolbar
- add form controls to a worksheet
- display and edit form control properties
- create and use data validation
- create and use pick lists
- circle invalid data
- remove duplicate rows
- set advanced Excel options

About This Courseware

CoursewareDescription
 Course Design
 Course Objectives
 Conventions and Graphics

Lesson 1: Presenting Data Visually

Lesson Objectives
 Customizing Charts
 Using Sparklines
 Creating and Using Chart Templates
 Using Trendlines
 Using Custom Cell Formats
 Using Tables
 Using Dynamic Charts
 Lesson Summary
 Review Questions

Lesson 2 - Sharing and Protecting Workbooks

Lesson Objectives
 Working with Templates
 Using XML
 Workgroup Functions
 Protecting Your Workbook
 Lesson Summary
 Review Questions

Lesson 3 - Applying Formulas and Functions

Lesson Objectives
 What are Functions?
 Using Math and Trigonometric Functions
 Using Statistical Functions
 Working with Financial Functions
 Using Logical Functions
 Using Date and Time Functions
 Using Text Functions
 Using Information Functions
 Converting Data Types
 Using Advanced Functions
 Auditing a Worksheet
 Lesson Summary
 Review Questions

Lesson 4 - Data Analysis

Lesson Objectives
 What-If Analysis
 Using the Goal Seek Tool
 Using the Solver
 Using a Data Table
 Working with Scenarios
 Analysis ToolPak
 Using Array Formulas
 Outlining
 Advanced Filtering

Using PivotTables
 Using the Data Slicer with a PivotTable
 Using Slicers on External Data Connections
 Using Cube Functions
 Lesson Summary
 Review Questions

Lesson 5 - Macros, Forms, and Data Consolidation

Lesson Objectives
 Macros
 Adding Form Controls
 Data Validation
 Using Pick Lists
 Circling Invalid Data
 Removing Duplicate Rows
 Setting Advanced Excel Options
 Lesson Summary
 Review Questions

Appendices

Appendix A: Courseware Mapping
 Appendix B: Glossary of Terms
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