

## Excel 2010 - Level 1

Days of Training: 1

### Overview

This course is designed for students who desire to gain the necessary skills to create, edit, format, and print basic Microsoft Office Excel 2010 worksheets.

### Prerequisites

To be successful in this course, you should be familiar with using personal computers and you should have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders

### Next Steps

Excel 2010 - Level 2

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### Lesson 1: Getting Started with Excel

- Identify the Elements of the Excel Interface
- Navigate and Select Cells in Worksheets
- Customize the Excel Interface
- Create a Basic Worksheet

### Lesson 2: Performing Calculations in an Excel Worksheet

- Create Formulas in a Worksheet
- Insert Functions in a Worksheet
- Reuse Formulas

### Lesson 3: Modifying an Excel Worksheet

- Edit Worksheet Data
- Find and Replace Data
- Manipulate Worksheet Elements

### Lesson 4: Modifying the Appearance of a Worksheet

- Apply Font Properties
- Add Borders and Colors to Cells
- Align Content in a Cell
- Apply Number Formatting
- Apply Cell Styles

### Lesson 5: Managing an Excel Workbook

- Manage Worksheets
- View Worksheets and Workbooks

### Lesson 6: Printing Excel Workbooks

- Define the Page Layout
- Print a Workbook

## Excel 2010 - Level 2

Days of Training: 1

### Overview

In this course, students will apply visual elements and advanced formulas to a worksheet to display data in various formats.

### Prerequisites

Excel 2010 - Level 1

### Next Steps

Excel 2010 - Level 3

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### Lesson 1: Calculating Data with Advanced Formulas

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

### Lesson 2: Organizing Worksheet and Table Data

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

### Lesson 3: Presenting Data Using Charts

- Create a Chart
- Modify Charts
- Format Charts

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

- Create a PivotTable Report
- Filter Data Using Slicers
- Analyze Data Using PivotCharts

### Lesson 5: Inserting Graphic Objects (optional)

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

### Lesson 6: Customizing and Enhancing Workbooks and the Excel Environment

- Customize the Excel Environment
- Customize Workbooks
- Manage Themes (optional)
- Create and Use Templates

## Excel 2010 - Level 3

Days of Training: 1

### Overview

In this course students will automate some common Excel tasks, apply advanced analysis techniques to more complex data sets, troubleshoot errors, collaborate on worksheets, and share Excel data with other applications.

### Prerequisites

Students enrolling in this class should have experience working in Excel, creating, editing, and managing workbooks.

Excel 2010 - Level 1

Excel 2010 - Level 2

### Lesson 1: Streamlining Workflow

- Update Workbook Properties
- Create a Macro
- Edit a Macro
- Apply Conditional Formatting
- Add Data Validation Criteria

### Lesson 2: Collaborating with Others

- Protect Files
- Share a Workbook
- Set Revision Tracking
- Review Tracked Revisions
- Merge Workbooks
- Administer Digital Signatures (optional)
- Restrict Document Access (optional)

### Lesson 3: Auditing Worksheets

(optional)

- Trace Cells
- Troubleshoot Errors in Formulas
- Watch and Evaluate Formulas
- Create a Data List Outline

### Lesson 4: Analyzing Data

- Create a Trendline
- Create Sparklines
- Create Scenarios
- Perform What-If Analysis
- Perform Statistical Analysis with the Analysis ToolPak (optional)

### Lesson 5: Working with Multiple Workbooks

- Create a Workspace
- Consolidate Data
- Link Cells in Different Workbooks
- Edit Links

### Lesson 6: Importing and Exporting Data

- Export Excel Data
- Import a Delimited Text File

### Lesson 7: Using Excel with the Web (optional)

- Publish a Worksheet to the Web
- Import Data from the Web
- Create a Web Query

### Lesson 8: Structuring Workbooks with XML (optional)

- Develop XML Maps
- Import and Export XML Data

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