



# Microsoft® Excel 2010 Level 2

Price: \$295

## Course Description:

In Microsoft® Office Excel 2010 Level 1, you created, edited, formatted, and printed basic spreadsheets. You now have a need to streamline repetitive tasks and display spreadsheet data in more visually effective ways. In this course, you will use Microsoft® Office Excel 2010 to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas.

**Duration:** Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 7 hours (1 day)

**Course Objectives:** To learn to use tables, charts, graphics, and formulas using Microsoft® Office Excel 2010.

## Upon successful completion of this course, students will be able to:

- Calculate with advanced formulas
- Create Excel tables
- Create and use named ranges
- Create formulas that reference other worksheets or workbooks
- Manage worksheets
- Create and modify charts
- Insert graphic objects
- Customize and enhance workbooks and the Microsoft Office environment

**Prerequisite:** Excel Level 1 or comparable Excel experience.

Course Outline	
<b>Data entry tips and tricks</b> <ul style="list-style-type: none"><li>• Increase data entry speed</li></ul>	<b>Advanced Fill Series Techniques</b>
<b>Use Grouping and Outlining</b>	<b>Create and Manage Links</b> <ul style="list-style-type: none"><li>• Link cells</li><li>• Link sheets</li><li>• Link workbooks</li><li>• Manage links</li><li>• Create/Redirect/Break links</li></ul>
<b>Create Excel Tables</b> <ul style="list-style-type: none"><li>• Table styles</li><li>• Auto-fill of inserted formulas</li><li>• Instant formulas in totals</li><li>• Dynamic heading row locking</li><li>• Automatic dynamic range naming</li><li>• New formula cell declarations</li></ul>	<b>Manage Sheets between Workbooks</b> <ul style="list-style-type: none"><li>• Move sheets between workbooks</li><li>• Copy sheets between workbooks</li></ul>
<b>Named Ranges</b> <ul style="list-style-type: none"><li>• Create named ranges<ul style="list-style-type: none"><li>• Add</li><li>• Edit</li><li>• Update</li><li>• Remove</li></ul></li><li>• Use named ranges in formulas</li></ul>	<b>Charts and Graphs</b> <ul style="list-style-type: none"><li>• Create a variety of charts</li><li>• Customize chart features</li><li>• Showing trends with Sparklines</li></ul>