



## MS EXCEL 2010 - LEVEL 2

### OVERVIEW

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

### Duration - 1 Day

### OBJECTIVES

Upon successful completion of this course, students will be able to: - use advanced formulas. - organize worksheet and table data using various techniques. - create and modify charts. - analyze data using PivotTables, Slicers, and PivotCharts. - insert and modify graphic objects in a worksheet. - customize and enhance workbooks and the Microsoft® Office Excel® environment.

### WHO SHOULD ATTEND?

The target students for this course are students who desire to gain the skills necessary to create templates, sort and filter data, import and export data, analyze data, and work with Excel on the web. In addition, this course helps prepare students who desire to take the Microsoft Office Specialist exam in Excel and who already have knowledge of the basics of Excel, including how to create, edit, format, and print basic worksheets.

### SUMMARY CONTENT

#### 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

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

Create and Use Templates