



Computer Consultants Corporation

Microsoft Excel 2010

Intermediate

Length of course: 1 class day (6 hours)

Objective(s): To build on fundamental Excel 2010 skills and learn to work with large worksheets; use templates; manage multiple-sheet workbooks; and create tables and outlines.

Prerequisites: Familiarity with Introductory (Level 1) Excel 2007.

Using multiple worksheets and workbooks

- Working between multiple workbooks
- Copying a worksheet to another workbook
- Linking worksheets with 3-D formulas
- Linking workbooks
- Examining external links in a worksheet
- Managing workbooks

Advanced formatting

- Using special number formats
- Applying special formats
- Controlling the display of zero values
- Using functions to format text
- Working with styles
- Working with themes
- Other advanced formatting

Outlining and Subtotals

- Outlining and consolidating data
- Creating custom views
- Using the Consolidate command
- Creating subtotals

Cell and range names

- Creating and using names
- Applying names to existing formulas
- Managing names

Tables

- Sorting and filtering data
- Advanced filtering
- Custom AutoFilter criteria
- Working with tables

Web and sharing features

- Saving workbooks as Web pages
- Making Web commands available
- Using hyperlinks
- Sharing workbooks

Advanced charting

- Chart formatting options
- Formatting a data point
- Combination charts
- Creating a trend line
- Inserting spark lines
- Using a chart template
- Graphical elements

Documenting and auditing

- Auditing features
- Comments in cells and workbooks
- Protection
- Protecting the workbook structure
- Discussing digital signatures
- Workgroup collaboration

Templates and settings

- Changing application settings
- Creating and managing templates

PivotTables and Pivot Charts

- Working with PivotTables
- Using slicers to filter PivotTable data
- Rearranging PivotTables
- Formatting PivotTables
- Using Pivot Charts