

Microsoft Excel 2010 – Intermediate (First Look Edition)

This course builds on the skills and concepts taught in Excel 2010: Basic, First Look Edition. Students will learn how to use multiple worksheets and workbooks efficiently, and they will start working with more advanced formatting options including styles, themes, and backgrounds. They will also learn how to create outlines and subtotals, how to create and apply cell names, and how to work with tables. Students will save workbooks as Web pages, insert and edit hyperlinks, and learn to share workbooks by email. This course also covers advanced charting techniques, use of trendlines and sparklines, worksheet auditing and protection, file sharing and merging, and workbook templates.

Course Length

1 day

Prerequisites and Target Audience

Excel 2010: Intermediate. This course targets individuals interested in learning the features of Microsoft Excel 2010.

Topics

Using multiple worksheets and workbooks

Using multiple workbooks
Linking worksheets with 3-D formulas
Linking workbooks
Managing workbooks

Advanced formatting

Using special number formats
Using functions to format text
Working with styles
Working with themes
Other advanced formatting

Outlining and subtotals

Outlining and consolidating data
Creating Subtotals

Cell and range names

Creating and using names
Managing names

Tables

Sorting and filtering data
Advanced filtering
Working with tables

Web and sharing features

Saving workbooks as Web pages
Using hyperlinks
Sharing workbooks

Advanced Charting

Chart formatting options
Combination charts
Graphic elements

Documenting and auditing

Auditing features
Comments in cells and workbooks
Protection
Workgroup collaboration

Templates and settings

Application settings
Built-in templates
Creating and managing templates