

**Course:****Excel 2010: Basic, First Look Edition**

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**Course Details****Course Number:** 1-4260-1974-2**Category:** Business & Office Applications**Duration:** 1.00 day***Description***

This ILT Series course teaches the basic functions and features of Excel 2010. After an introduction to spreadsheet terminology and Excel's window components, students will learn how to use the Help system and navigate worksheets and workbooks. Then they will enter and edit text, values, formulas, and pictures, and they will save workbooks in various formats. Students will also move and copy data, learn about absolute and relative references, and work with ranges, rows, and columns. This course also covers simple functions, basic formatting techniques, and printing. Finally, students will create and modify charts, and learn how to manage large workbooks.

***Outline*****Unit 1: Getting started**

- Topic A: Spreadsheet terminology
- Topic B: The Excel environment
- Topic C: Getting help
- Topic D: Navigating a worksheet

**Unit 2: Entering and editing data**

- Topic A: Entering and editing text and values
- Topic B: Entering and editing formulas
- Topic C: Working with pictures
- Topic D: Saving and updating workbooks

**Unit 3: Modifying a worksheet**

- Topic A: Moving and copying data
- Topic B: Moving and copying formulas
- Topic C: Absolute and relative references
- Topic D: Inserting and deleting ranges, rows, and columns

**Unit 4: Functions**

- Topic A: Entering functions
- Topic B: AutoSum
- Topic C: Other common functions

**Unit 5: Formatting**

- Topic A: Text formatting
- Topic B: Row and column formatting
- Topic C: Number formatting
- Topic D: Conditional formatting
- Topic E: Additional formatting options

**Unit 6: Printing**

- Topic A: Preparing to print
- Topic B: Page Setup options
- Topic C: Printing worksheets

**Unit 7: Charts**

- Topic A: Chart basics
- Topic B: Formatting charts

**Unit 8: Managing large workbooks**

- Topic A: Viewing large worksheets
- Topic B: Printing large worksheets
- Topic C: Working with multiple worksheets

Please note that this content is meant to be a guideline.

Class material is subject to change and may be presented in a slightly different format than listed.

**Course:****Excel 2010: Intermediate, First Look Edition**

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**Course Details****Course Number:** 1-4260-1976-9**Category:** Business & Office Applications**Duration:** 2 days***Description***

This ILT Series 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.

***Outline*****Unit 1: Using multiple worksheets and workbooks**

- Topic A: Using multiple workbooks
- Topic B: Linking worksheets with 3-D formulas
- Topic C: Linking workbooks
- Topic D: Managing workbooks

**Unit 2: Advanced formatting**

- Topic A: Using special number formats
- Topic B: Using functions to format text
- Topic C: Working with styles
- Topic D: Working with themes
- Topic E: Other advanced formatting

**Unit 3: Outlining and subtotals**

- Topic A: Outlining and consolidating data
- Topic B: Creating subtotals

**Unit 4: Cell and range names**

- Topic A: Creating and using names
- Topic B: Managing names

**Unit 5: Tables**

- Topic A: Sorting and filtering data
- Topic B: Advanced filtering
- Topic C: Working with tables

**Unit 6: Web and sharing features**

- Topic A: Saving workbooks as Web pages
- Topic B: Using hyperlinks
- Topic C: Sharing workbooks

**Unit 7: Advanced charting**

- Topic A: Chart formatting options
- Topic B: Combination charts
- Topic C: Graphical elements

**Unit 8: Documenting and auditing**

- Topic A: Auditing features
- Topic B: Comments in cells and workbooks
- Topic C: Protection
- Topic D: Workgroup collaboration

**Unit 9: Templates and settings**

- Topic A: Application settings
- Topic B: Built-in templates
- Topic C: Creating and managing templates

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**Course:****Excel 2010: Advanced, First Look Edition**

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**Course Details****Course Number:** 1-4260-1978-5**Category:** Business & Office Applications**Duration:** 1.00 day***Description***

This ILT Series course builds on the skills and concepts taught in Excel 2010: Intermediate. Students will work with advanced formulas, as well as lookup functions such as VLOOKUP, MATCH, and INDEX. In addition, students will learn about data validation and database functions such as DSUM. They will learn how to work with PivotTables and PivotCharts, how to import and export data, and how to query external databases. Finally, students will learn about the analytical features of Excel (such as Goal Seek and Solver), running and recording macros, SmartArt graphics, and conditional formatting with graphics.

***Outline*****Unit 1: Advanced functions**

- Topic A: Logical functions
- Topic B: Math and statistical functions
- Topic C: Financial functions
- Topic D: Displaying and printing formulas

**Unit 2: Lookups and data tables**

- Topic A: Using lookup functions
- Topic B: Using MATCH and INDEX
- Topic C: Creating data tables

**Unit 3: Advanced data management**

- Topic A: Validating cell entries
- Topic B: Exploring database functions

**Unit 4: PivotTables and PivotCharts**

- Topic A: Working with PivotTables
- Topic B: Rearranging PivotTables
- Topic C: Formatting PivotTables
- Topic D: PivotCharts

**Unit 5: Exporting and importing**

- Topic A: Exporting and importing text files
- Topic B: Exporting and importing XML data
- Topic C: Querying external databases

**Unit 6: Analytical tools**

- Topic A: Goal Seek and Solver
- Topic B: The Analysis ToolPak
- Topic C: Scenarios
- Topic D: Views

**Unit 7: Macros and custom functions**

- Topic A: Running and recording a macro
- Topic B: Working with VBA code
- Topic C: Creating functions

**Unit 8: Conditional formatting and SmartArt graphics**

- Topic A: Conditional formatting with graphics
- Topic B: SmartArt graphics

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