

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

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. Students will work with advanced formulas, as well as lookup functions such as VLOOKUP, MATCH, and INDEX. In addition.

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

Advanced Calculations

Unit 10: Advanced functions

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

Unit 11: Lookups and data tables

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

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.