

Microsoft Office Excel 2010: Intermediate (R2)

Course Overview

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 Outline

<u>Course Introduction</u>	2m
<u>Unit 01 - Using Multiple Worksheets and Workbooks</u>	24m
Topic A: Using Multiple Workbooks	
Switch Between Workbooks	
Demo - A-1: Switching Between Workbooks	
The Move or Copy Dialog Box	
Demo - A-2: Copying a Worksheet to Another Workbook	
Topic B: Linking Worksheets with 3-D Formulas	
Inserting a 3-D Reference	
Demo - B-1: Creating 3-D Formulas	
Adding a Watch Window	
Demo - B-2: Adding a Watch Window	
Topic C: Linking Workbooks	
Demo - C-1: Examining External Links in a Worksheet	
Syntax for External Links	
Creating External Links	
Demo - C-2: Creating External Links in a Worksheet	
Redirecting Links	
Demo - C-3: Editing Links	
Topic D: Managing Workbooks	
Creating a Workspace	
Demo - D-1: Creating a Workspace	
Unit 01 Review	
<u>Unit 02 - Advanced Formatting</u>	50m
Topic A: Using Special Number Formats	
The Format Cells, Number Tab	
Demo - A-1: Applying Special Formats	
Hiding Zero Values	
Demo - A-2: Controlling the Display of Zero Values	
Customizing Number Formats	
Custom Number Formats	
Demo - A-3: Creating Custom Formats	

Topic B: Using Functions to Format Text

Text Functions

Demo - B-1: Using PROPER, UPPER, and LOWER

The SUBSTITUTE Function

Demo - B-2: Using SUBSTITUTE

Topic C: Working with Styles

The Cell Styles Gallery

Creating Styles

Demo - C-1: Creating and Applying Styles

Modifying Styles

Demo - C-2: Modifying Styles

Topic D: Working with Themes

Theme Colors

Demo - D-1: Changing to a Different Theme

Creating New Theme Colors

Topic E: Other Advanced Formatting

Merging Cells

Wrap Text in a Cell

Changing Orientation of Text

Demo - E-1: Merging Cells

Demo - E-2: Changing the Orientation of Text in a Cell

Demo - E-3: Splitting Cells

Transposing Data

Demo - E-4: Transposing Data During a Paste

Use Paste Special to Add Values

Demo - E-5: Using Paste Special to Add Values

Adding Backgrounds

Demo - E-6: Adding and Deleting Backgrounds

Adding a Watermark

Demo - E-7: Adding a Watermark

Unit 02 Review

Unit 03 - Outlining and Subtotals

20m

Topic A: Outlining and Consolidating Data

The Expanded Outline Form

The Collapsed Outline Form

Demo - A-1: Creating an Outline

Create a Custom View

Switch Among Custom Views

Demo - A-2: Creating Custom Views

The Consolidate Dialog Box

Demo - A-3: Using the Consolidate Command

Topic B: Creating Subtotals

The Subtotal Dialog Box

Demo - B-1: Creating Subtotals in a List

Demo - B-2: Using Multiple Subtotal Functions

Unit 03 Review

Unit 04 - Cell and Range Names

21m

Topic A: Creating and Using Names

Defining Names

Demo - A-1: Naming and Selecting Ranges
Using Names in Formulas
Demo - A-2: Using Names in Formulas
Using Create from Selection
Demo - A-3: Using the Create from Selection Command
Applying Names
Demo - A-4: Applying Names to Existing Formulas
Topic B: Managing Names
The Name Manager Dialog Box
Demo - B-1: Modifying and Deleting Named Ranges
Creating a 3-D Name
Demo - B-2: Defining and Applying 3-D Names
Unit 04 Review

Unit 05 - Tables

28m

Topic A: Sorting and Filtering Data

Structure of Organized Data
Sorting Data Based on a Cell
Sorting by Multiple Columns
Demo - A-2: Sorting Data
Filtering Data
Sort and Filter by Color
Demo - A-3: Filtering Data by Using AutoFilter

Topic B: Advanced Filtering

Custom AutoFilter Dialog Box
Demo - B-1: Using Custom AutoFilter Criteria
Creating a Criteria Range
Demo - B-2: Using the Advanced Filter Dialog Box
Copying the Filtered Data

Topic C: Working with Tables

Creating a Table
Table Tools | Design Tab
Adding to a Table
Demo - C-1: Creating a Table
Demo - C-2: Formatting a Table
Demo - C-3: Adding and Deleting Rows and Columns
Structured References
Demo - C-4: Using Structured References
Table Names
The [@] Argument
Unit 05 Review

Unit 06 - Web and Sharing Features

14m

Topic A: Saving Workbooks as Web Pages

Customizing the Quick Access Toolbar
Saving a Workbook as a Web Page
Demo - A-2: Saving a Workbook as a Web Page
Publishing a Web Page
The Publish as Web Page Dialog Box

Topic B: Using Hyperlinks

Inserting a Hyperlink

Demo - B-1: Inserting a Hyperlink

Modify a Hyperlink

Demo - B-2: Modifying and Deleting a Hyperlink

Topic C: Sharing Workbooks

File Save & Send Page Options

Demo - C-1: Examining Workbook Sharing Options

Save & Send Options

Sharing Workbooks by Email

Unit 06 Review

Unit 07 - Advanced Charting

24m

Topic A: Chart Formatting Options

Format Axis: Axis Options

Demo - A-1: Adjusting the Scale of a Chart

Labeling a Data Point

Demo - A-2: Formatting a Data Point

Topic B: Combination Charts

Combination Chart: Changing Chart Type

Combination Chart: Adding a Secondary Axis

Demo - B-1: Creating a Combination Chart

Adding a Trendline

Demo - B-2: Creating a Trendline

Inserting Sparklines

Sparklines in a Worksheet

Demo - B-3: Inserting Sparklines

Downloading a Chart Template

Topic C: Graphical Elements

Adding Shapes to Charts

Demo - C-1: Adding Graphical Elements

Formatting Graphical Elements

Demo - C-2: Formatting a Graphical Element

Inserting a Picture from a File

Demo - C-3: Adding a Picture to a Worksheet

The Adjust Group

Demo - C-4: Modifying a Picture

Unit 07 Review

Unit 08 - Documenting and Auditing

27m

Topic A: Auditing Features

Dependent and Precedent Cells

Demo - A-1: Tracing Precedent and Dependent Cells

Tracing Errors in a Worksheet

Demo - A-2: Tracing Errors

Topic B: Comments in Cells and Workbooks

Viewing Comments

Demo - B-1: Viewing Comments in a Worksheet

Adding Cell Comments

Demo - B-2: Adding a Comment to a Cell

The Document Panel

Topic C: Protection

Password-Protect a Worksheet

Demo - C-1: Password-Protecting a Worksheet

Protect Parts of a Worksheet

Demo - C-2: Unlocking Cells and Protecting Part of a Worksheet

Protect the Workbook Structure

Demo - C-3: Protecting the Workbook Structure

Using Digital Signatures

Topic D: Workgroup Collaboration

Sharing a Workbook

Demo - D-1: Sharing a Workbook

Share Workbook: Advanced Tab

Tracking Changes

Accepting and Rejecting Changes

Demo - D-3: Tracking Changes in a Workbook

Using the Document Inspector

Marking a Workbook as Final

Demo - D-5: Marking a Workbook as Final

Unit 08 Review

Unit 09 - Templates and Settings

17m

Topic A: Application Settings

The Excel Options Dialog Box

Demo - A-1: Changing Application Settings

The Customize Ribbon Page

Demo - A-2: Customizing the Ribbon

Topic B: Built-in Templates

Available Templates

Using the Sales Invoice Template

Demo - B-1: Using a Downloaded Template

Topic C: Creating and Managing Templates

Creating a Template

Demo - C-1: Creating a Template

Modifying a Template

Demo - C-2: Modifying a Template

Using an Alternate Template Location

Unit 09 Review

Unit 10 – PivotTable and PivotCharts

28m

Topic A: Working with PivotTables

A Sample PivotTable

Create a PivotTable

Demo - A-1: Creating a PivotTable

Add Fields

Demo - A-2: Adding Fields to a PivotTable

Insert a Slicer

A PivotTable with Slicers

Demo - A-3: Using Slicers to Filter PivotTable Data

Topic B: Rearranging PivotTables

Moving Fields

Demo - B-1: Moving Fields

Hide Details

Expand a Collapsed Range

Demo - B-2: Collapsing and Expanding Fields

Refresh Data

Demo - B-3: Refreshing the Data in a PivotTable

Topic C: Formatting PivotTables

PivotTable Styles

Demo - C-1: Applying a PivotTable Style

Change Field Settings

Value Field Settings Dialog Box

Demo - C-2: Changing Field Settings

Topic D: Using PivotCharts

Create a PivotChart

A Sample PivotChart

Demo - D-1: Creating a PivotChart

Unit 10 Review

Course Closure

Total Duration: 4hrs 15m