

EXCEL 2010 INTERMEDIATE TRAINING

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Microsoft Excel
2010
Intermediate



COURSE LENGTH: 1.0 DAYS

The Excel 2010 Intermediate course is the second course in the MS Excel 2010 series and provides users with a wider range of tools and skills to create functional spreadsheets and reports.

The intermediate level course teaches key skills like how to link multiple worksheets, how to use conditional formatting using the "If" function, creating and working with tables, creating filters and sorting and protecting worksheets.

This comprehensive course is now available in London, Birmingham, Leeds, Glasgow, Sheffield, Bradford, Edinburgh, Liverpool, Manchester and UK wide.

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EXCEL 2010 INTERMEDIATE TRAINING COURSE OUTLINE

FOREWORD

Advanced File Tasks

This section teaches students how to use the Open and Save dialogs to create new files and folders. It also covers file types that are compatible with Excel, how to work with older file formats, and how to protect their workbook against accidental or intentional changes to the data. Finally, this section will discuss the many file management tools and checkers that are used to scan workbooks for personal information and compatibility issues.

Working with Functions and Formulas

In this section, participants will learn how to properly reference cells, use mathematical operators, and how to check their formulas for errors. This section also covers how to browse, insert, and use functions to perform complex mathematical operations. Students will learn how to use the IF function, use nested functions to perform multiple operations, and define and use range names. Finally, array formulas will be discussed.

Managing Tables

Tables are an important part of Excel because they inherently contain a lot of useful functionality, including sorting and filtering. This section teaches participants how to add and edit tables, edit table information, perform sort and filter operations, and even how to use Excel as a database.

Adding the Finishing Touches

This section details how to round off a spreadsheet by discussing how to check spelling and use the research pane to look up words, facts, and figures. Students will learn how to apply and use theme effects and create text boxes, pictures, and Clip Art. Basic image editing will also be discussed.

Showing Data as a Graphic

This final section will show how to turn data into informative visual aids. Students will learn how to add and edit SmartArt; how to add symbols, special characters, and equations; and also how to add and edit shapes. Finally, the new Sparkline feature will be discussed, showing participants how to add, edit, and customise this useful graphs-in-a-cell.

Prerequisites:

[Excel 2010: Introduction](#) or equivalent experience.

OUTCOMES

After completing this course participants will be able to:

- ▶ work with different excel file formats
- ▶ use and perform mathematical operations
- ▶ perform sort and filter operation
- ▶ use Excel as a database
- ▶ sorting and filtering of tables
- ▶ look up words, facts, and figures using research pane

- ▶ use theme effects and create text boxes, pictures, and Clip Art
 - ▶ add and edit Sparklines
 - ▶ turn data into informative visual aid
 - ▶ add and edit SmartArt
 - ▶ add symbols, special characters, and equations
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MODULES

Lesson 1: Advanced File Tasks

- ▶ Using Windows Explorer within Excel
- ▶ Saving your Files
- ▶ Using File Management Tools, Part One
- ▶ Using File Management Tools, Part Two

Lesson 2: Working with Functions and Formulas

- ▶ Using Formulas in Excel, Part 1
- ▶ Using Formulas in Excel, Part 2
- ▶ Exploring Excel Functions
- ▶ Using Functions in Excel
- ▶ Working with Names and Ranges
- ▶ Working with Array Formulas

Lesson 3: Managing Tables

- ▶ Working with Tables
- ▶ Working with Records and Fields
- ▶ Working with Tables and Filters

Lesson 4: Adding the Finishing Touches

- ▶ Research Tools
- ▶ Using Themes
- ▶ Adding Text Boxes
- ▶ Inserting Pictures and ClipArt
- ▶ Editing Pictures

Lesson 5: Showing Data as a Graphic

- ▶ Formatting SmartArt
 - ▶ Adding Symbols, Equations, and Shapes
 - ▶ Adding Sparklines
 - ▶ Editing Sparklines
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WEB LINKS

- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)