

Excel 2010: Intermediate

1 day

Description

This ILT Series course builds on the skills and concepts taught in Excel 2010: Basic. 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 e-mail. This course also covers advanced charting techniques, use of trendlines and sparklines, worksheet auditing and protection, file sharing and merging, and workbook templates.

Designated as Approved Courseware for the Microsoft Office Specialist program, this course will help students prepare for the Excel 2010 exam. For comprehensive certification training, students should complete Excel 2010: Basic, Intermediate, and Advanced.

Prerequisites

- Excel 2010: Basic

Course 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