

Microsoft Office Excel 2010 – Migration from 2003

1 day course

Course Code: W104AM

Who should attend? This course is intended for Microsoft Excel 2010 users, transitioning from Microsoft Office Excel 2003.

Prerequisites Experience with Microsoft Office Excel 2003 to an intermediate level.

Course Objectives Upon completion of the course, participants will be able to accomplish the following:

- Understand the Microsoft Excel 2010 user-interface, including its screen components and how to customize the Ribbon, as well as Backstage view commands and features relating to opening, creating, and printing workbooks, managing language preferences and using the Help feature.
- Understand and use features and functionality pertaining to file formats, compatibility, publishing PDF and XPS workbooks, recovering unsaved workbooks, locating hidden data in workbooks, as well as how to use the accessibility checker, finalize workbooks, and use digital signatures.
- Understand and use features that make it easy to view and format workbook data by using the Status bar, using Zoom controls, and how to work with workbook views including the Page Layout view; how to apply various text, shape, and graphic styles using built-in quick styles and various Style Galleries; how to use the improved conditional formatting, as well as apply sparklines and insert charts.
- Understand and use features that will allow you to enhance your workbooks by inserting screenshots and clippings, editing pictures, and applying special effects.
- Understand and use features that make it easy to work with workbook data by using the Name Manager, Formula AutoComplete, improved sorting and filtering, Excel tables, structured references in table formulas, improved PivotTables, slicers with PivotTables and the shared spelling checker.
- Understand and use features that allow you to collaborate by co-authoring Excel workbooks, using the Microsoft Excel Web App, and managing workbooks in Protected View.

Course Content

User Interface and Backstage View

Exploring the Microsoft Excel 2010 Interface; Understanding Backstage View; Exploring Recent Workbooks; Creating New Workbooks; Printing Workbooks; Managing Language Preferences; Getting Help

Exploring File Management Features

Understanding XML File Management and Compatibility; Publishing PDF and XPS Documents Recovering Unsaved Workbooks; Managing Metadata; Inspecting Workbooks for Personal and Hidden Data; Using the Accessibility Checker; Finalizing Workbooks; Using Digital Signatures

Viewing and Formatting Workbooks

Increased Grid Size and Workbook Capacity; Working with Zoom Levels; Working with Workbook Views; Exploring the Page Layout View; Understanding Live Preview; Applying and Creating Custom Themes; Using Quick Styles and Style Galleries; Inserting SmartArt Graphics; Pasting Data with Live Preview; Using Improved Conditional Formatting; Applying Sparklines; Creating Charts

Using Capture and Picture Editing Tools

Inserting Screenshots and Clippings; Correcting Pictures; Applying Artistic Effects; Cropping Pictures; Removing Picture Backgrounds

Managing Data and Formulas

Resizing the Name Box and the Formula Bar; Using the Name Manager; Using Formula AutoComplete; Using Improved Sorting and Auto Filtering; Creating Excel Tables; Using Structured References in Table Formulas; Using Improved PivotTables; Using Slicers with PivotTables; Using the Shared Spelling Checker

Exploring Collaborative Functionality

Saving and Opening Excel Workbooks in SharePoint; Exploring Microsoft Excel Web App; Exploring Protected View