

Excel 2010 Level 2

1-day course
Course Code: S102en

Who should attend? This course is intended for participants who are familiar with Microsoft Office Excel 2010.

Prerequisites Microsoft Office Excel 2010 - Level 1

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

- Organize, protect, and display data, using various tools
 - Create linking formulas and use the IF function
 - Set up multiple worksheets, using information from other sources through consolidation, and copy and paste links to combine information into one worksheet
 - Create and modify charts to present data effectively; customize charts to enhance their appearance
 - Create and apply styles to format worksheets consistently and quickly; use conditional formatting, comments, and text boxes to highlight and explain data
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Course Content **Worksheet Organization**
Range Names; Workbook Templates; Worksheet Security; Outlining

Advanced Formulas
Using the IF Function; Linking Formulas

Using Multiple Workbooks and Worksheets
Working with Multiple Workbooks; Setting Up Multiple Worksheets; Using Multiple Worksheets; Creating Links with Formulas; Modifying & Restoring Links; Consolidating Data

Working with Charts
Creating Charts; Changing Chart Data; Modifying Chart Elements; Creating Custom Charts

Applying Formatting
Creating Styles; Working with Styles; Using Conditional Formatting; Annotating Worksheets; Using Sparklines
