



## Microsoft Excel 2010

Intermediate (Level 2)

One Day Workshop

You will work in a small group. You will have your own individual PC and will work through a specifically prepared coursebook, under the direction of a highly experienced, technically qualified trainer.

### General Description:

Microsoft Excel 2010 Level 2 is the second of a 3-Level study program for Microsoft Excel 2010. This level extends the learner's basic knowledge of Excel and provides the learner with skills and knowledge to produce more effective and productive workbooks. It covers formulas and function techniques, more intricate formatting, setting complex printing options, using intricate charting features, and working more effectively with existing worksheets and workbooks.

### What You Will Learn:

- use the fill operations available to fill a data series
- move the contents of cells and ranges within and between workbooks
- work with logical function in Excel
- use a range of formula techniques
- apply a range of number formatting techniques to data
- apply conditional formatting to ranges in a worksheet
- apply borders to cells and ranges
- apply a variety of page setup techniques
- work with various elements of a worksheet
- use a range of techniques to work with worksheets
- use a range of find and replace techniques
- sort data in a list in a worksheet
- filter data in a table
- use a range of techniques to enhance charts
- apply formatting techniques to text on charts

### Target Audience:

Microsoft Excel 2010 Level 2 is designed for existing users of Excel who would like to expand their skills and knowledge and learn more of the techniques associated with creating better and more productive workbooks

### Course Content

The course covers:

#### Filling Data

- Understanding Filling
- Filling A Series
- Filling A Growth Series
- Filling A Series Backwards
- Filling Using Options
- Creating A Custom Fill List
- Modifying A Custom Fill List

- Deleting A Custom Fill List

#### Moving Data

- Understanding Moving In Excel
- Moving Cells And Ranges
- Moving Data To Other Worksheets
- Moving Data To Other Workbooks

#### Logical Functions

- Understanding Logical Functions

- Using IF To Display Text
- Using IF To Calculate Values
- Nesting IF Functions
- Using IFERROR
- Using TRUE And FALSE
- Using AND
- Using OR
- Using NOT

#### Formula Techniques

- Scoping A Formula



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- Developing A Nested Function
- Creating Nested Functions
- Editing Nested Functions
- Copying Nested Functions
- Using Concatenation
- Switching To Manual Recalculation
- Forcing A Recalculation
- Pasting Values From Formulas

#### Number Formatting Techniques

- Using Alternate Currencies
- Formatting Dates
- Formatting Time
- Creating Custom Formats

#### Conditional Formatting

- Understanding Conditional Formatting
- Formatting Cells Containing Values
- Clearing Conditional Formatting
- More Cell Formatting Options
- Top Ten Items
- More Top And Bottom Formatting Options
- Working With Data Bars
- Working With Colour Scales
- Working With Icon Sets
- Understanding Sparklines
- Creating Sparklines
- Editing Sparklines

#### Applying Borders

- Understanding Borders
- Applying A Border To A Cell
- Applying A Border To A Range
- Applying A Bottom Border
- Applying Top And Bottom Borders
- Removing Borders
- The More Borders Options
- Using The More Borders Option

#### Page Setup

- Understanding Page Layout
- Using Built-In Margins
- Setting Custom Margins
- Changing Margins By Dragging
- Centring On A Page
- Changing Orientation
- Specifying The Paper Size
- Setting The Print Area

- Clearing The Print Area
- Inserting Page Breaks
- Using Page Break Preview
- Removing Page Breaks
- Setting A Background
- Clearing The Background
- Settings Rows As Repeating Print Titles
- Clearing Print Titles
- Printing Gridlines
- Printing Headings
- Scaling To A Percentage
- Fit To A Specific Number Of Pages
- Strategies For Printing Larger Worksheets

#### Working With A Worksheet

- Understanding Worksheets
- Changing Worksheet Views
- Worksheet Zooming
- Viewing The Formula Bar
- Viewing The Gridlines
- Viewing The Ruler
- Inserting Cells
- Deleting Cells
- Inserting Columns
- Inserting Rows
- Deleting Rows And Columns
- Switching Between Worksheets

#### Worksheet Techniques

- Inserting And Deleting Worksheets
- Copying A Worksheet
- Renaming A Worksheet
- Moving A Worksheet
- Hiding A Worksheet
- Unhiding A Worksheet
- Copying A Worksheet To Another Workbook
- Moving A Worksheet To Another Workbook
- Changing Worksheet Tab Colours
- Grouping Worksheets
- Hiding Rows And Columns
- Unhiding Rows And Columns
- Freezing Rows And Columns
- Splitting Windows

#### Finding And Replacing

- Understanding Find And Replace Operations
- Finding Text

- Finding Cell References In Formulas
- Replacing Values
- Using Replace To Change Formulas
- Replacing Within A Range
- Finding Formats
- Finding Constants Using Go To Special
- Finding Formulas Using Go To Special
- Finding The Current Region
- Finding The Last Cell
- Practice Exercise
- Sorting Data
- Understanding Lists
- Performing An Alphabetical Sort
- Performing A Numerical Sort
- Sorting On More Than One Column
- Sorting Numbered Lists
- Sorting By Rows

#### Filtering Data

- Understanding Filtering
- Applying And Using A Filter
- Clearing A Filter
- Creating Compound Filters
- Multiple Value Filters
- Creating Custom Filters
- Using Wildcards

#### Charting Techniques

- Understanding Chart Layout Elements
- Adding A Chart Title
- Adding Axes Titles
- Positioning The Legend
- Showing Data Labels
- Showing A Data Table
- Modifying The Axes
- Showing Gridlines
- Formatting The Plot Area
- Adding A Trendline
- Adding Error Bars
- Adding A Text Box To A Chart
- Drawing Shapes In A Chart

#### Chart Text Formatting

- Understanding Chart Text Formatting
- Using Font Formatting And Alignment



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- Using WordArt Styles
- Changing Text Outline
- Changing Text Fill
- Changing Text Effects

**What You Take Away:**

At the completion of the course, you get to take away the extensive coursebook for future reference.

**What You Need To Know:**

Microsoft Excel 2010 Level 2 assumes the learner has the skills and knowledge required to create, edit, print and chart simple worksheets. Understanding ranges and the copying process is important. It would also be beneficial to have a general understanding of personal computers and the Windows operating system environment

**Measure of Success:**

A questionnaire or workshop exercise at the end of each course enables participants to evaluate the success of the course and determine the extent of their enhanced productivity.

**Certificate:**

Upon successful completion of the workshop, you will be issued with an official course certificate

**Which Course Next?:**

Microsoft Excel 2010 Advanced (Level 3).

**Dates & Times:**

Please refer to separate workshop schedule.

**Course Policies Warranty:**

There are no warranties expressed or implied relating to the content or results of attending a Screen Smart course