

EXCEL 2010: LEVEL 2

Available Dates: **Call for Dates**

Class Length: **1 day**

Cost: **\$199**

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Class Outline:

Course Description:

This 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 email. This course also covers advanced charting techniques, use of trendlines and sparklines, worksheet auditing and protection, file sharing and merging, and workbook templates. Finally, students will learn to work with PivotTables and PivotCharts

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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: Changing application settings

Topic B: Using built-in templates

Topic C: Creating and managing templates

Unit 10: PivotTables and PivotCharts

Topic A: Working with PivotTables

Topic B: Rearranging PivotTables

Topic C: Formatting PivotTables

Topic D: Using PivotCharts