

# Microsoft Excel 2010 Level 2

## Overview

You will use advanced formulas and work with various tools to analyse data in spreadsheets. You will also organise table data, present data as charts, and enhance the look and appeal of workbooks by adding graphical objects.

## Prerequisites

Before starting this course, students are recommended to take the following QA course or have equivalent knowledge: Microsoft Office Excel 2010: Level 1.

## Delegates will learn how to

- Use advanced formulas
- Organise worksheet and table data using various techniques
- Create and modify charts
- Analyse data using PivotTables, Slicers, and PivotCharts
- Insert and modify graphic objects in a worksheet
- Customise and enhance workbooks and the Microsoft Office Excel environment

## Course Outline.

### Lesson 1: Calculating Data with Advanced Formulas

- 1A: Apply Cell and Range Names
- 1B: Calculate Data Across Worksheets
- 1C: Use Specialized Functions
- 1D: Analyze Data with Logical and Lookup (vLookup) Function

### Lesson 2: Organizing Worksheet and Table Data

- 2A: Create and Modify Tables
- 2B: Format Tables
- 2C: Sort or Filter Data

- 2D: Use Functions to Calculate Data

### Lesson 3: Presenting Data Using Charts

- 3A: Create a Chart
- 3B: Modify Charts
- 3C: Format Charts

### Lesson 4: Analyzing Data Using PivotTables, Slicers and PivotCharts

- 4A: Create a PivotTable Report
- 4B: Filter Data Using Slicers
- 4C: Analyze Data Using PivotCharts

### Lesson 5: Inserting Graphic Objects

- 5A: Insert and Modify Pictures and ClipArt
- 5B: Draw and Modify Shapes
- 5C: Illustrate Workflow Using SmartArt Graphics
- 5D: Layer and Group Graphic Objects

### Lesson 6: Customizing and Enhancing the Excel Environment

- 6A: Customize the Excel Environment
- 6B: Customize Workbooks
- 6C: Manage Themes
- 6D: Create and Use Templates