

1 day course

Who should attend?

This course is intended for participants who are familiar with Microsoft Office Excel 2010.

Prerequisites

Microsoft 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, text boxes, and sparklines to highlight and explain data.

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 and 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