



### Microsoft Excel 2010, Level 3

Microsoft Excel 2010, Level 3 is a one-day course which introduces students to basic Excel tools used to create spreadsheets. Students will learn to work with labels and values as well as creating basic functions and formulas. Students will gain knowledge for using Excel shortcuts and leave with many tips and tricks. This course will also discuss formatting options for labels and values that will keep data organized with a nice clean visual appearance.

**Target Student:** Anyone interested in acquiring skills necessary to create, edit, format, and print basic Microsoft Excel worksheets.

**Prerequisites:** Before taking this course, you should have a basic understanding of your computer's operating system. For example, you should know how to launch an application, create and save files, and copy files from CDs and other media.

**Delivery Method:** Instructor-led, classroom-delivery learning model with structured hands-on activities.

**Benefits:** Upon successful completion of this course, you will be able to manage, edit, and print data using Microsoft Excel.

**What's Next:**

**Microsoft Word - Levels 1-3** Learn how to create, revise, and save documents for printing and future retrieval.

**Adobe Acrobat/PDF** Learn how to create and secure PDFs for document distribution on the Web.

**PowerPoint** Learn how to design, create, and deliver presentations with pizzazz.

### Performance-Based Objectives

Upon successful completion of this course, you will be able to:

- Create and apply templates
- Add security to a worksheet.
- Calculate with advanced formulas.
- Fix formula errors, sort and filter data.
- Work with lists and use data validation.
- Insert a graphic.
- Insert an Excel worksheet into other programs.





## Microsoft Excel 2010, Level 3 1 Day

Working with Pivot Tables  
Creating a PivotTable  
Specifying PivotTable Data  
Changing a PivotTable's Calculation  
Filtering and Sorting a PivotTable  
Working with PivotTable Layout  
Grouping PivotTable Items  
Updating a PivotTable  
Formatting a PivotTable  
Creating a PivotChart  
Using Slicers  
Sharing Slicers Between PivotTables

Analyzing Data  
Creating Scenarios  
Creating a Scenario Report  
Working with Data Tables  
Using Goal Seek  
Using Solver  
Using Text to Columns  
Grouping and Outlining Data  
Using Subtotals  
Consolidating Data by Position or Category  
Consolidating Data Using Formulas

Working with the Web and External Data  
Inserting a Hyper link  
Importing Data from an Access Database or Text File  
Importing Data from the Web and Other Sources  
Working with Existing Data Connections

Working with Macros  
Recording a Macro  
Playing and Deleting a Macro  
Adding a Macro to the Quick Access Toolbar  
Editing a Macro's Visual Basic Code  
Inserting Copied Code in a Macro  
Declaring Variables and Adding Remarks to VBA Code  
Prompting for User Input  
Using the If...Then...Else Statement

Customizing Excel  
Customizing the Ribbon  
Customizing the Quick Access Toolbar  
Using and Customizing AutoCorrect  
Changing Excel's Default Options  
Creating a Custom AutoFill List  
Creating a Custom Number Format