

1 Days

50545A: Learn Microsoft Excel 2010 Step by Step, Level 2

The Microsoft Excel 2010 Level 2 training is a one-day course that equips students in performing calculations on data, locating and validating data, creating styles and formatting data, filtering data, reordering and summarizing data, and combining data from multiple sources.

Completion of the course equips the participants with the following skill set:

- Naming groups of data.
- Making numbers easier to read.
- Creating formulas to calculate values.
- Summarizing data that meets specific conditions.
- Finding and correcting errors in calculations.
- Limiting data that appears on your screen.
- Changing the appearance of data based on its value.
- Manipulating worksheet data.
- Defining styles.
- Organizing data into levels.
- Sorting worksheet data.
- Looking up information in a worksheet.
- Using workbooks as templates for other workbooks.
- Linking to data in other worksheets and workbooks.
- Grouping multiple sets of data.
- Consolidating multiple sets of data into a single workbook.

Course Details

Course Outline

Module 1: Perform Calculations on Data

- Name Groups of Data
- Create Formulas to Calculate Values
- Summarize Data That Meets Specific Conditions

- Find and Correct Errors in Calculations

Lab: Naming Groups of Data

Lab: Creating Formulas to Calculate Values

Lab: Summarizing Data That Meets Specific Conditions

Lab: Finding and Correcting Errors in Calculations

Module 2: Create Styles and Format Data

- Define Styles
- Make Numbers Easier to Read
- Change the Appearance of Data Based on Its Value

Lab: Defining Styles

Lab: Making Numbers Easier to Read

Lab: Changing the Appearance of Data Based on Its Value

Module 3: Focus on Specific Data by Using Filters

- Define Valid Sets of Values for Ranges of Cells
- Manipulate Worksheet Data
- Limit Data that Appears on Your Screen

Lab: Limiting Data that Appears on Your Screen

Lab: Manipulating Worksheet Data

Lab: Defining Valid Sets of Values for Ranges of Cells

Module 4: Reorder and Summarize Data

- Sort Worksheet Data
- Organize Data into Levels
- Look Up Information in a Worksheet

Lab: Sorting Worksheet Data

Lab: Organizing Data into Levels

Lab: Looking Up Information in a Worksheet

Module 5: Combine Data from Multiple Sources

- Use Workbooks as Templates for Other Workbooks
- Link to Data in Other Worksheets and Workbooks
- Consolidate Multiple Sets of Data into a Single Workbook
- Group Multiple Sets of Data

Lab: Using Workbooks as Templates for Other Workbooks

Lab: Linking to Data in Other Worksheets and Workbooks

Lab: Consolidating Multiple Sets of Data into a Single Workbook

Lab: Grouping Multiple Sets of Data

Who Should Attend

This course is beneficial for information workers who want to learn intermediate-level Excel 2010 skills.

Pre Requisite

Before attending this course, candidates must have:

- Basic computer knowledge.
- Basic file-management skills.
- The candidate should have knowledge to navigate to folders and files on a computer running Windows 7.

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