## The Office Wiz
## Training, Consulting and Support Services
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# COURSE DESCRIPTION FOR
# MICROSOFT® OFFICE EXCEL® 2010:
# TRANSITION FROM EXCEL 2003

Are you ready to move into Excel 2010?  Make your transition smoother by taking this essential workshop.  This first glance will acquaint you with the basic new features of the program.  Learn to:

- Identify the elements of the Microsoft Office Excel 2010 environment.
- Organize data in worksheets.
- Analyze data by sorting, filtering, and conditionally formatting it.
- Present data using charts, illustrations and PivotTables.
- Use Office Web Apps.

## LENGTH

One four hour session.

## PREREQUISITES

You need a basic understanding of Microsoft Excel (preferably 2003) as well as of the internet.  This class covers only the commonly used basic new features, not the more advanced new features of the program.  You should have basic knowledge of Microsoft Windows, file management and personal computers.

## SPECIFIC CLASS CONTENT

Lesson 1: Identifying the Elements of the Excel 2010 Environment
Identify the User Interface Elements
Identify the Ribbon Components
Use Contextual Tabs
Use Excel Galleries
Customize the Excel Interface

Lesson 2: Organizing Data
Identify the Enhancements to Excel 2010 Spreadsheets
Insert Tables
Format Tables

Lesson 3: Analyzing Data
Apply Conditional Formatting
Sort Data in a Spreadsheet

Filter Data in a Spreadsheet
Apply a Formula

Lesson 4: Presenting Data
Create Charts
Format Charts
Work with Illustrations
Create PivotTables and PivotCharts
Share Excel Charts
Save Data in Compatible Formats

Lesson 5: Using Office Web Apps
Save Excel Spreadsheets to the Web
Access and Work with Spreadsheets on the Web

Appendixes:  New Features, Enhanced File and Compatibility Features, link
Formatting in Tablet PCs and Mobile Features

**COURSEWARE**

Elementk student textbook.

**NECESSARY SOFTWARE AND HARDWARE (AS RECOMMENDED BY ELEMENTK)**

- A 1 GHz Pentium-class processor or faster.
- A minimum of 256 MB of RAM. 512 MB of RAM is recommended.
- A 10 GB hard disk or larger. You should have at least 1 GB of free hard disk space available for the Office installation.
- A CD-ROM drive.
- A keyboard and mouse or other pointing device.
- A 1024 x 768 resolution monitor is recommended.
- Network cards and cabling for local network access.
- Internet access (contact your local network administrator).
- A printer (optional) or an installed printer driver.
- Microsoft® Office Professional Plus 2010 Edition.
- Microsoft® Office Suite Service Pack 1.
- Microsoft® Windows® XP Professional with Service Pack 2.

**OTHER EXCEL CLASSES**

- Level 1
- Level 2
- Level 3
- The Essential Editing Techniques
- Formulas:  Doing The Math
- Getting Started

- Jazzing Up Spreadsheets (Part 1)
- Jazzing Up Spreadsheets (Part 2)
- The Ins and Outs of Layout and Printing
- Troubleshooting Printing Problems