The Office Wiz
Training, Consulting and Support Services

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COURSE DESCRIPTION FOR
MICROSOFT® OFFICE EXCEL® 2010: LEVEL 2

Are you ready to take the next step with Microsoft Excel? This offering is a must for those who want to organize and present data. You'll master techniques to help organize data including data tables, charts and PivotTables. By using graphics you will see how easy it is to make spreadsheets eye-catching and fun. Learn to:

- Calculate with advanced formulas.
- Organize worksheet and table data using various techniques.
- Create and modify charts.
- Analyze data using Pivot Tables, Slicers and Pivot Charts.
- Insert and modify graphic objects.
- Customize and enhance workbooks and the Microsoft® Office Excel® environment.

LENGTH

Approximately eight hours. Recommend two four hour sessions.

PREREQUISITES

*Excel: Level 1 o*r equivalent knowledge. You should also have a good understanding of basic Microsoft Windows, file management and personal computers.

SPECIFIC CLASS CONTENT

Lesson 1: Calculating Data with Advanced Formulas
 Manage Cell and Range Names
 Calculate Data Across Worksheets
 Use Specialized Functions
 Analyze Data with Logical and Lookup Functions

Lesson 2: Organizing Worksheet and Table Data
 Create and Modify Tables
 Format Tables
 Sort or Filter Data
 Use Functions to Calculate Data

Lesson 3: Presenting Data Using Charts
 Create a Chart

       Modify Charts
       Format Charts

Lesson 4: Analyzing Data Using Pivot Tables, Slicers and Pivot Charts
       Create a Pivot Table Report
       Filter Data Using Slicers
       Analyze Data Using Pivot Charts

Lesson 5: Inserting Graphic Objects
       Insert and Modify Pictures and ClipArt
       Draw and Modify Shapes
       Illustrate Workflow Using SmartArt Graphics
       Layer and Group Graphic Objects

Lesson 6: Customizing and Enhancing Workbooks and the Excel Environment
       Customize the Excel Environment
       Customize Workbooks
       Manage Themes
       Create and Use Templates

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.
- Windows.
- Microsoft Office Professional Plus 2010 Edition.
- Microsoft Office Suite Service Pack 1.
- Windows XP Professional with Service Pack 2.

OTHER EXCEL CLASSES

- Level 3
- Level 4