

Microsoft Excel 2010 Level 2



Length: 1 Day
Technology: MS Excel 2010
Delivery Method: Instructor-led (classroom)

About this Course

This one-day instructor-led course shows students how to perform calculations on data, locate and validate data, create styles and format data, filter data, reorder and summarize data, and combine data from multiple sources.

Audience Profile

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

At Course Completion

After completing this course, students will be able to:

- ✓ Name groups of data.
- ✓ Create formulas to calculate values.
- ✓ Summarize data that meets specific conditions.
- ✓ Find and correct errors in calculations.
- ✓ Define styles.
- ✓ Make numbers easier to read.
- ✓ Change the appearance of data based on its value.
- ✓ Limit data that appears on your screen.
- ✓ Manipulate worksheet data.
- ✓ Define valid sets of values for ranges of cells.
- ✓ Sort worksheet data.
- ✓ Organize data into levels.
- ✓ Look up information in a worksheet.

- ✓ 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.

Course Details

Module 1: Combine Data from Multiple Sources

This module explains how to save a workbook as a template for similar workbooks, link to data in other worksheets and workbooks, consolidate the data from multiple worksheets into a single worksheet, and define a set of files as a workspace.

Lessons

- Using Workbooks as Templates for Other Workbooks
- Linking to Data in Other Worksheets and Workbooks
- Consolidating Multiple Sets of Data into a Single Workbook
- Grouping Multiple Sets of Data

Lab : Linking to Data in Other Worksheets and Workbooks

- Create a workbook from a template; save a worksheet template; insert a worksheet based on a template into a new workbook
- Create, break, and fix links
- Define a data consolidation range and summarize the results
- Save and test a workspace

Lab : Consolidating Multiple Sets of Data into a Single Workbook

- Create a workbook from a template; save a worksheet template; insert a worksheet based on a template into a new workbook
- Create, break, and fix links
- Define a data consolidation range and summarize the results
- Save and test a workspace

Lab : Grouping Multiple Sets of Data

- Create a workbook from a template; save a worksheet template; insert a worksheet based on a template into a new workbook
- Create, break, and fix links
- Define a data consolidation range and summarize the results
- Save and test a workspace

Lab : Using Workbooks as Templates for Other Workbooks

- Create a workbook from a template; save a worksheet template; insert a worksheet based on a template into a new workbook
- Create, break, and fix links
- Define a data consolidation range and summarize the results
- Save and test a workspace

Module 2: Perform Calculations on Data

This module explains how to identify and name groups of cells that contain related data, create formulas to perform calculations on data, display messages when certain conditions of a formula are not met, and find the source of errors in a formula.

Lessons

- Naming Groups of Data
- Creating Formulas to Calculate Values
- Summarizing Data That Meets Specific Conditions
- Finding and Correcting Errors in Calculations

Lab : Creating Formulas to Calculate Values

- Create named ranges
- Create and revise a formula; create a formula that references an Excel table; use relative and absolute references
- Create a conditional formula; find the average or sum of worksheet values that meet specific criteria
- Use the formula-auditing capabilities in Excel to identify and correct errors in a formula

Lab : Summarizing Data That Meets Specific Conditions

- Create named ranges
- Create and revise a formula; create a formula that references an Excel table; use relative and absolute references
- Create a conditional formula; find the average or sum of worksheet values that meet specific criteria
- Use the formula-auditing capabilities in Excel to identify and correct errors in a formula

Lab : Finding and Correcting Errors in Calculations

- Create named ranges
- Create and revise a formula; create a formula that references an Excel table; use relative and absolute references
- Create a conditional formula; find the average or sum of worksheet values that meet specific criteria
- Use the formula-auditing capabilities in Excel to identify and correct errors in a formula

Lab : Naming Groups of Data

- Create named ranges
- Create and revise a formula; create a formula that references an Excel table; use relative and absolute references
- Create a conditional formula; find the average or sum of worksheet values that meet specific criteria
- Use the formula-auditing capabilities in Excel to identify and correct errors in a formula

Module 3: Create Styles and Format Data

This module explains how to define and save formats to use again, apply formats to make numbers easier to read, and use conditional formatting to change the appearance of data.

Lessons

- Defining Styles
- Making Numbers Easier to Read
- Changing the Appearance of Data Based on Its Value

Lab : Defining Styles

- Create a style and apply the new style to a data label
- Assign date, phone number, and currency formats to ranges of cells
- Create a series of conditional formats to change the appearance of data in worksheet cells

Lab : Making Numbers Easier to Read

- Create a style and apply the new style to a data label
- Assign date, phone number, and currency formats to ranges of cells
- Create a series of conditional formats to change the appearance of data in worksheet cells

Lab : Changing the Appearance of Data Based on Its Value

- Create a style and apply the new style to a data label
- Assign date, phone number, and currency formats to ranges of cells
- Create a series of conditional formats to change the appearance of data in worksheet cells

Module 4: Focus on Specific Data by Using Filters

This module explains how to create a filter to determine which data is shown in a worksheet, use Excel tools to manipulate data, and create validation rules to ensure the accuracy of data.

Lessons

- Defining Valid Sets of Values for Ranges of Cells
- Manipulating Worksheet Data
- Limiting Data that Appears on Your Screen

Lab : Defining Valid Sets of Values for Ranges of Cells

- Create standard filters; create a search filter; create a custom filter
- Select random rows from a list of exceptions; create an AGGREGATE formula; find unique values
- Create a data validation rule; add input and error messages; test the rule

Lab : Limiting Data that Appears on Your Screen

- Create standard filters; create a search filter; create a custom filter
- Select random rows from a list of exceptions; create an AGGREGATE formula; find unique values
- Create a data validation rule; add input and error messages; test the rule

Lab : Manipulating Worksheet Data

- Create standard filters; create a search filter; create a custom filter
- Select random rows from a list of exceptions; create an AGGREGATE formula; find unique values
- Create a data validation rule; add input and error messages; test the rule

Module 5: Reorder and Summarize Data

This module explains how to reorder data in a worksheet, calculate subtotals, organize data in levels, and find specific information in a worksheet.

Lessons

- Sorting Worksheet Data
- Organizing Data into Levels
- Looking Up Information in a Worksheet

Lab : Organizing Data into Levels

- Sort worksheet data; change the order in which sorting criteria are applied; sort data by using a custom list; sort data by color
- Add subtotals to a worksheet; use the subtotal outline to show and hide different groups of data
- Create a VLOOKUP function

Lab : Looking Up Information in a Worksheet

- Sort worksheet data; change the order in which sorting criteria are applied; sort data by using a custom list; sort data by color
- Add subtotals to a worksheet; use the subtotal outline to show and hide different groups of data
- Create a VLOOKUP function

Lab : Sorting Worksheet Data

- Sort worksheet data; change the order in which sorting criteria are applied; sort data by using a custom list; sort data by color
- Add subtotals to a worksheet; use the subtotal outline to show and hide different groups of data
- Create a VLOOKUP function