

## Microsoft Excel 2010 Level 3



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

### About this Course

This one-day instructor-led course provides students with the skills to analyze alternative data sets, create dynamic worksheets by using PivotTables, create charts and graphics, automate repetitive tasks, work with other Microsoft Office programs, and collaborate on workbooks.

### Audience Profile

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

### At Course Completion

**After completing this course, students will be able to:**

- ✓ Define an alternative data set.
- ✓ Define multiple alternative data sets
- ✓ Vary your data to get a desired result by using Goal Seek.
- ✓ Find optimal solutions by using Solver.
- ✓ Analyze data by using descriptive statistics.
- ✓ Analyze data dynamically by using PivotTables.
- ✓ Filter, show, and hide PivotTable data.
- ✓ Edit PivotTables.
- ✓ Format PivotTables.
- ✓ Create PivotTables from external data.
- ✓ Create charts.
- ✓ Customize the appearance of charts.

- ✓ Find trends in your data.
- ✓ Summarize your data by using sparklines.
- ✓ Create dynamic charts by using PivotCharts.
- ✓ Create diagrams by using SmartArt.
- ✓ Create shapes and mathematical equations.
- ✓ Enable and examine macros.
- ✓ Create and modify macros.
- ✓ Run macros when a button is clicked.
- ✓ Run macros when a workbook is opened.
- ✓ Include Office documents in workbooks.
- ✓ Store workbooks as parts of other Office documents.
- ✓ Create hyperlinks.
- ✓ Paste charts into other documents.
- ✓ Share workbooks.
- ✓ Manage comments.
- ✓ Track and manage colleagues' changes.
- ✓ Protect workbooks and worksheets.
- ✓ Authenticate workbooks.
- ✓ Save workbooks for the Web.

## Course Details

### Module 1: Work with Other Microsoft Office Programs

This module explains how to include Office documents in Excel workbooks, include Excel workbooks in documents, and create hyperlinks in files.

#### Lessons

- Including Office Documents in Workbooks
- Storing Workbooks as Parts of Other Office Documents
- Creating Hyperlinks
- Pasting Charts into Other Documents

#### Lab : Including Office Documents in Workbooks

- Link a presentation to an Excel workbook and edit the presentation from within Excel
- Embed an Excel workbook in a PowerPoint presentation
- Create internal and external hyperlinks
- Paste an image of a chart into a PowerPoint presentation

#### Lab : Storing Workbooks as Parts of Other Office Documents

- Link a presentation to an Excel workbook and edit the presentation from within Excel
- Embed an Excel workbook in a PowerPoint presentation
- Create internal and external hyperlinks
- Paste an image of a chart into a PowerPoint presentation

#### Lab : Creating Hyperlinks

- Link a presentation to an Excel workbook and edit the presentation from within Excel
- Embed an Excel workbook in a PowerPoint presentation
- Create internal and external hyperlinks

- Paste an image of a chart into a PowerPoint presentation

#### **Lab : Pasting Charts into Other Documents**

- Link a presentation to an Excel workbook and edit the presentation from within Excel
- Embed an Excel workbook in a PowerPoint presentation
- Create internal and external hyperlinks
- Paste an image of a chart into a PowerPoint presentation

#### **Module 2: Collaborate with Colleagues**

This module explains how to make workbooks available to other people; manage their comments; manage changes to workbooks from multiple users; add password protection; digitally sign a workbook; and save a workbook as a Web page.

#### **Lessons**

- Sharing Workbooks
- Managing Comments
- Tracking and Managing Colleagues' Changes
- Protecting Workbooks and Worksheets
- Authenticating Workbooks
- Saving Workbooks for the Web

#### **Lab : Sharing Workbooks**

- Share a workbook via e-mail
- Add, display, review, and delete comments
- Track and accept changes; create a History worksheet
- Password-protect a workbook, a worksheet, and a range of cells; hide a formula
- Create a digital certificate and digitally sign a workbook
- Save a workbook as a Web page; publish a PivotTable to the Web

#### **Lab : Managing Comments**

- Share a workbook via e-mail
- Add, display, review, and delete comments
- Track and accept changes; create a History worksheet
- Password-protect a workbook, a worksheet, and a range of cells; hide a formula
- Create a digital certificate and digitally sign a workbook
- Save a workbook as a Web page; publish a PivotTable to the Web

#### **Lab : Tracking and Managing Colleagues' Changes**

- Share a workbook via e-mail
- Add, display, review, and delete comments
- Track and accept changes; create a History worksheet
- Password-protect a workbook, a worksheet, and a range of cells; hide a formula
- Create a digital certificate and digitally sign a workbook
- Save a workbook as a Web page; publish a PivotTable to the Web

#### **Lab : Protecting Workbooks and Worksheets**

- Share a workbook via e-mail
- Add, display, review, and delete comments
- Track and accept changes; create a History worksheet
- Password-protect a workbook, a worksheet, and a range of cells; hide a formula
- Create a digital certificate and digitally sign a workbook
- Save a workbook as a Web page; publish a PivotTable to the Web

#### **Lab : Authenticating Workbooks**

- Share a workbook via e-mail
- Add, display, review, and delete comments
- Track and accept changes; create a History worksheet
- Password-protect a workbook, a worksheet, and a range of cells; hide a formula
- Create a digital certificate and digitally sign a workbook
- Save a workbook as a Web page; publish a PivotTable to the Web

#### **Lab : Saving Workbooks for the Web**

- Share a workbook via e-mail
- Add, display, review, and delete comments
- Track and accept changes; create a History worksheet
- Password-protect a workbook, a worksheet, and a range of cells; hide a formula
- Create a digital certificate and digitally sign a workbook
- Save a workbook as a Web page; publish a PivotTable to the Web

### **Module 3: Analyze Alternative Data Sets**

This module explains how to use alternative data sets to analyze the results of changes to your data.

#### **Lessons**

- Defining an Alternative Data Set
- Defining Multiple Alternative Data Sets
- Varying Your Data to Get a Desired Result by Using Goal Seek
- Finding Optimal Solutions by Using Solver
- Analyzing Data by Using Descriptive Statistics

#### **Lab : Defining an Alternative Data Set**

- Create a scenario
- Create and view multiple scenarios; summarize scenario results in a separate worksheet
- Use Goal Seek to determine a solution
- Use Solver to determine a solution
- Use the Analysis ToolPak to generate statistics

#### **Lab : Defining Multiple Alternative Data Sets**

- Create a scenario
- Create and view multiple scenarios; summarize scenario results in a separate worksheet
- Use Goal Seek to determine a solution
- Use Solver to determine a solution

- Use the Analysis ToolPak to generate statistics

#### **Lab : Varying Your Data to Get a Desired Result by Using Goal Seek**

- Create a scenario
- Create and view multiple scenarios; summarize scenario results in a separate worksheet
- Use Goal Seek to determine a solution
- Use Solver to determine a solution
- Use the Analysis ToolPak to generate statistics

#### **Lab : Finding Optimal Solutions by Using Solver**

- Create a scenario
- Create and view multiple scenarios; summarize scenario results in a separate worksheet
- Use Goal Seek to determine a solution
- Use Solver to determine a solution
- Use the Analysis ToolPak to generate statistics

#### **Lab : Analyzing Data by Using Descriptive Statistics**

- Create a scenario
- Create and view multiple scenarios; summarize scenario results in a separate worksheet
- Use Goal Seek to determine a solution
- Use Solver to determine a solution
- Use the Analysis ToolPak to generate statistics

### **Module 4: Create Dynamic Worksheets by Using PivotTables**

This module explains how to use PivotTables to create worksheets that can be sorted, filtered, and rearranged dynamically to emphasize different aspects of the data.

#### **Lessons**

- Analyzing Data Dynamically by Using PivotTables
- Filtering, Showing, and Hiding PivotTable Data
- Editing PivotTables
- Formatting PivotTables
- Creating PivotTables from External Data

#### **Lab : Filtering, Showing, and Hiding PivotTable Data**

- Create, edit, and pivot a PivotTable
- Filter a PivotTable by using multiple methods; show and hide details in a PivotTable
- Rename and reconfigure a PivotTable; create a formula that references PivotTable data
- Apply a number format, PivotTable style, banded rows, and conditional formatting; create a custom PivotTable style
- Create a PivotTable based on data you import from a text file

#### **Lab : Analyzing Data Dynamically by Using PivotTables**

- Create, edit, and pivot a PivotTable

- Filter a PivotTable by using multiple methods; show and hide details in a PivotTable
- Rename and reconfigure a PivotTable; create a formula that references PivotTable data
- Apply a number format, PivotTable style, banded rows, and conditional formatting; create a custom PivotTable style
- Create a PivotTable based on data you import from a text file

#### **Lab : Editing PivotTables**

- Create, edit, and pivot a PivotTable
- Filter a PivotTable by using multiple methods; show and hide details in a PivotTable
- Rename and reconfigure a PivotTable; create a formula that references PivotTable data
- Apply a number format, PivotTable style, banded rows, and conditional formatting; create a custom PivotTable style
- Create a PivotTable based on data you import from a text file

#### **Lab : Formatting PivotTables**

- Create, edit, and pivot a PivotTable
- Filter a PivotTable by using multiple methods; show and hide details in a PivotTable
- Rename and reconfigure a PivotTable; create a formula that references PivotTable data
- Apply a number format, PivotTable style, banded rows, and conditional formatting; create a custom PivotTable style
- Create a PivotTable based on data you import from a text file

#### **Lab : Creating PivotTables from External Data**

- Create, edit, and pivot a PivotTable
- Filter a PivotTable by using multiple methods; show and hide details in a PivotTable
- Rename and reconfigure a PivotTable; create a formula that references PivotTable data
- Apply a number format, PivotTable style, banded rows, and conditional formatting; create a custom PivotTable style
- Create a PivotTable based on data you import from a text file

### **Module 5: Create Charts and Graphics**

This module explains how to show trends in data by creating charts to summarize a worksheet's data visually, and to use sparklines to summarize the data in a single cell. It also discusses changing the appearance of charts by changing formatting; creating a PivotChart dynamic view of data; adding shapes and mathematical equations; and creating diagrams.

#### **Lessons**

- Creating Charts
- Customizing the Appearance of Charts
- Finding Trends in Your Data
- Summarizing Your Data by Using Sparklines
- Creating Dynamic Charts by Using PivotCharts
- Creating Diagrams by Using SmartArt
- Creating Shapes and Mathematical Equations

#### **Lab : Customizing the Appearance of Charts**

- Create, modify, and move a chart
- Modify the layout and style of a chart; format chart values; create and apply a chart template
- Add a trendline to a chart
- Create, format, and clear Line, Column, and Win/Loss sparklines
- Create, update, modify, and filter a PivotChart
- Create, modify, and format an organization chart
- Create, format, reorder, and align shapes; add text and equations to shapes

#### **Lab : Creating Charts**

- Create, modify, and move a chart
- Modify the layout and style of a chart; format chart values; create and apply a chart template
- Add a trendline to a chart
- Create, format, and clear Line, Column, and Win/Loss sparklines
- Create, update, modify, and filter a PivotChart
- Create, modify, and format an organization chart
- Create, format, reorder, and align shapes; add text and equations to shapes

#### **Lab : Finding Trends in Your Data**

- Create, modify, and move a chart
- Modify the layout and style of a chart; format chart values; create and apply a chart template
- Add a trendline to a chart
- Create, format, and clear Line, Column, and Win/Loss sparklines
- Create, update, modify, and filter a PivotChart
- Create, modify, and format an organization chart
- Create, format, reorder, and align shapes; add text and equations to shapes

#### **Lab : Summarizing Your Data by Using Sparklines**

- Create, modify, and move a chart
- Modify the layout and style of a chart; format chart values; create and apply a chart template
- Add a trendline to a chart
- Create, format, and clear Line, Column, and Win/Loss sparklines
- Create, update, modify, and filter a PivotChart
- Create, modify, and format an organization chart
- Create, format, reorder, and align shapes; add text and equations to shapes

#### **Lab : Creating Dynamic Charts by Using PivotCharts**

- Create, modify, and move a chart
- Modify the layout and style of a chart; format chart values; create and apply a chart template
- Add a trendline to a chart
- Create, format, and clear Line, Column, and Win/Loss sparklines
- Create, update, modify, and filter a PivotChart
- Create, modify, and format an organization chart
- Create, format, reorder, and align shapes; add text and equations to shapes

#### **Lab : Creating Diagrams by Using SmartArt**

- Create, modify, and move a chart
- Modify the layout and style of a chart; format chart values; create and apply a chart template
- Add a trendline to a chart
- Create, format, and clear Line, Column, and Win/Loss sparklines
- Create, update, modify, and filter a PivotChart
- Create, modify, and format an organization chart
- Create, format, reorder, and align shapes; add text and equations to shapes

#### **Lab : Creating Shapes and Mathematical Equations**

- Create, modify, and move a chart
- Modify the layout and style of a chart; format chart values; create and apply a chart template
- Add a trendline to a chart
- Create, format, and clear Line, Column, and Win/Loss sparklines
- Create, update, modify, and filter a PivotChart
- Create, modify, and format an organization chart
- Create, format, reorder, and align shapes; add text and equations to shapes

#### **Module 6: Automate Repetitive Tasks by Using Macros**

This module explains how to run and edit macros; make frequently used macros more accessible by assigning them to a new button on the Quick Access Toolbar; and create macros that run when a workbook is opened.

#### **Lessons**

- Enabling and Examining Macros
- Creating and Modifying Macros
- Running Macros When a Button is Clicked
- Running Macros When a Workbook is Opened

#### **Lab : Enabling and Examining Macros**

- Examine, step through, and run a macro
- Record, edit, save, and run a macro
- Add macro buttons to the Quick Access Toolbar; assign a macro to a shape; run a macro
- Create and test a macro that runs automatically

#### **Lab : Creating and Modifying Macros**

- Examine, step through, and run a macro
- Record, edit, save, and run a macro
- Add macro buttons to the Quick Access Toolbar; assign a macro to a shape; run a macro
- Create and test a macro that runs automatically

#### **Lab : Running Macros When a Button Is Clicked**

- Examine, step through, and run a macro
- Record, edit, save, and run a macro
- Add macro buttons to the Quick Access Toolbar; assign a macro to a shape; run a macro
- Create and test a macro that runs automatically



## Lab : Running Macros When a Workbook Is Opened

- Examine, step through, and run a macro
- Record, edit, save, and run a macro
- Add macro buttons to the Quick Access Toolbar; assign a macro to a shape; run a macro
- Create and test a macro that runs automatically