



Microsoft® Office Excel® 2010: Level 1

Course Specifications

Class Cost: 315.00
Training Manual: included
Course number: 084576
Software: Microsoft® Office Excel® 2010
Course length: 1.0 day(s)
Certification: Microsoft Office Specialist – MOS 2010

Course Description

This course is designed for students who are looking for the necessary skills to create, edit, format, and print basic Microsoft Office Excel 2010 worksheets. You should be familiar with using personal computers and you should have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- create a basic worksheet by using Microsoft Excel 2010.
- perform calculations in an Excel worksheet.
- modify an Excel worksheet.
- modify the appearance of data within a worksheet.
- manage Excel workbooks.
- print the content of an Excel worksheet.

Course Content

Level One

Lesson 1: Getting Started with Excel

Topic 1A: Identify the Elements of the Excel Interface
Topic 1B: Navigate and Select Cells in Worksheets
Topic 1C: Customize the Excel Interface
Topic 1D: Create a Basic Worksheet

Lesson 2: Performing Calculations in an Excel Worksheet

Topic 2A: Create Formulas in a Worksheet
Topic 2B: Insert Functions in a Worksheet
Topic 2C: Reuse Formulas

Lesson 3: Modifying a Worksheet

Topic 3A: Edit Worksheet Data
Topic 3B: Find and Replace Data
Topic 3C: Manipulate Worksheet Elements

Lesson 4: Modifying the Appearance of a Worksheet

Topic 4A: Apply Font Properties
Topic 4B: Add Borders and Colors to Cells
Topic 4C: Align Content in a Cell
Topic 4D: Apply Number Formatting
Topic 4E: Apply Cell Styles

Lesson 5: Managing an Excel Workbook

Topic 5A: Manage Worksheets
Topic 5B: View Worksheets and Workbooks

Lesson 6: Printing Excel Workbooks

Topic 6A: Define the Page Layout
Topic 6B: Print a Workbook
Appendix A: Microsoft Office Excel 2010 Exam 77–882



Microsoft® Office Excel® 2010: Level 2

Course Specifications

Class Cost: 330.00
Training Manual: included
Course number: 084577
Software: Microsoft® Office Excel® 2010
Course length: 1.0 day(s)
Certification: Microsoft Office Specialist – MOS 2010

Course Description

You will use advanced formulas and work with various tools to analyze data in spreadsheets. You will also organize table data, present data as charts, and enhance the look and appeal of workbooks by adding graphical objects. This course is meant for those desiring to gain advanced skill sets necessary for calculating data using functions and formulas, sorting and filtering data, using PivotTables and PivotCharts for analyzing data, and customizing workbooks.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- use advanced formulas.
- organize worksheet and table data using various techniques.
- create and modify charts.
- analyze data using PivotTables, Slicers, and PivotCharts.
- insert and modify graphic objects in a worksheet.
- customize and enhance workbooks and the Microsoft Office Excel environment.

Course Content

Level Two

Lesson 1: Calculating Data with Advanced Formulas

Topic 1A: Apply Cell and Range Names
Topic 1B: Calculate Data Across Worksheets
Topic 1C: Use Specialized Functions
Topic 1D: Analyze Data with Logical and Lookup Functions

Lesson 2: Organizing Worksheet and Table Data

Topic 2A: Create and Modify Tables
Topic 2B: Format Tables
Topic 2C: Sort or Filter Data
Topic 2D: Use Functions to Calculate Data

Lesson 3: Presenting Data Using Charts

Topic 3A: Create a Chart
Topic 3B: Modify Charts
Topic 3C: Format Charts

Lesson 4: Analyzing Data Using PivotTables, Slicers, and PivotCharts

Topic 4A: Create a PivotTable Report
Topic 4B: Filter Data Using Slicers
Topic 4C: Analyze Data Using PivotCharts

Lesson 5: Inserting Graphic Objects

Topic 5A: Insert and Modify Pictures and ClipArt
Topic 5B: Draw and Modify Shapes
Topic 5C: Illustrate Workflow Using SmartArt Graphics
Topic 5D: Layer and Group Graphic Objects

Lesson 6: Customizing and Enhancing the Excel Environment

Topic 6A: Customize the Excel Environment
Topic 6B: Customize Workbooks
Topic 6C: Manage Themes
Topic 6D: Create and Use Templates



Microsoft® Office Excel® 2010: Level 3

Course Specifications

Class Cost: 360.00

Training Manual: included

Course number: 084578

Software: Microsoft® Office Excel® 2010

Course length: 1.0 day(s)

Certification: Microsoft Office Specialist – MOS 2010

Course Description

You will automate some common Excel tasks, apply advanced analysis techniques to more complex data sets, troubleshoot errors, collaborate on worksheets, and share Excel data with other applications. This course was designed for students desiring to gain the skills necessary to create macros, collaborate with others, audit and analyze worksheet data, incorporate multiple data sources, and import and export data.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- enhance productivity and efficiency by streamlining the workflow.
- collaborate with other workbook users.
- audit worksheets.
- analyze data.
- work with multiple workbooks.
- import and export data.
- integrate Excel data with the web.
- structure workbooks with XML.

Course Content

Level Three

Lesson 1: Streamlining Workflow

Topic 1A: Update Workbook Properties

Topic 1B: Create a Macro

Topic 1C: Edit a Macro

Topic 1D: Apply Conditional Formatting

Topic 1E: Add Data Validation Criteria

Lesson 2: Collaborating with Other Users

Topic 2A: Protect Files

Topic 2B: Share a Workbook

Topic 2C: Set Revision Tracking

Topic 2D: Review Tracked Revisions

Topic 2E: Merge Workbooks

Topic 2F: Administer Digital Signatures

Topic 2G: Restrict Document Access

Lesson 3: Auditing Worksheets

Topic 3A: Trace Cells

Topic 3B: Troubleshoot Invalid Data and Formula Errors

Topic 3C: Watch and Evaluate Formulas

Topic 3D: Create a Data List Outline

Lesson 4: Analyzing Data

Topic 4A: Create a Trendline

Topic 4B: Create Sparklines

Topic 4C: Create Scenarios

Topic 4D: Perform a What-If Analysis

Topic 4E: Perform a Statistical Analysis with the Analysis ToolPak

Lesson 5: Working with Multiple Workbooks

Topic 5A: Create a Workspace

Topic 5B: Consolidate Data

Topic 5C: Link Cells in Different Workbooks

Topic 5D: Edit Links

Lesson 6: Importing and Exporting Data

Topic 6A: Export Excel Data

Topic 6B: Import a Delimited Text File

Lesson 7: Integrating Excel Data with the Web

Topic 7A: Publish a Worksheet to the Web

Topic 7B: Import Data from the Web

Topic 7C: Create a Web Query