

Excel 2010: Intermediate

Code: CT11-061

Duration: 1 day(s)

Outline

Using multiple worksheets and workbooks

Using multiple workbooks
Linking worksheets with 3-D formulas
Linking workbooks
Managing workbooks

Advanced formatting

Using special number formats
Using functions to format text
Working with styles
Working with themes
Other advanced formatting

Outlining and subtotals

Outlining and consolidating data
Creating subtotals

Cell and range names

Creating and using names
Managing names

Tables

Sorting and filtering data

Advanced filtering
Working with tables

Web and sharing features

Saving workbooks as Web pages
Using hyperlinks
Sharing workbooks

Advanced charting

Chart formatting options
Combination charts
Graphical elements

Documenting and auditing

Auditing features
Comments in cells and workbooks
Protection
Workgroup collaboration

Templates and settings

Application settings
Built-in templates
Creating and managing templates

After completing this course, students will know how to:

- Link worksheets by using 3-D formulas; add a Watch window; create and manage links between workbooks; and create a workspace.
- Apply special and custom number formats; control the display of zero values; use functions to format text; create, apply, and modify styles; apply and modify themes; merge and split cells; change the orientation of data in cells; transpose data; and add background colour and a watermark.
- Create an outline and consolidate data; create subtotals in a list; and use multiple subtotal functions.
- Define and apply cell and range names; use names in formulas; and define and apply 3-D names.
- Sort lists by columns; filter lists based on complex criteria and copy filtered results to another range; create and format a table and add rows and columns; apply structured referencing; name tables; and create functions.
- Save and publish a worksheet as a Web page; insert and edit hyperlinks; publish a worksheet as a PDF file, and send a worksheet as an e-mail attachment.
- Format data points; create combination charts and trend lines; and add and format graphic elements.
- Use auditing features; add comments to cells and workbooks; protect a worksheet or part of a worksheet; share, merge, and track changes in a workbook; find and remove hidden and personal data from a workbook; and mark a workbook as final.
- Change Excel's default application settings; work with Excel templates; and create and manage templates.



Course Outline

Prerequisites

Excel 2010: Basic or equivalent experience