

# course overviews

## MICROSOFT EXCEL 2010



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**EXCEL FUNDAMENTALS**

**Duration: 3 hours**  
**Audience:** No previous experience with spreadsheets  
**Topics:**

- Excel Environment
- Terminology
- Workbook Management
- Entering and Editing Data
- Using Cut, Copy and Paste
- Undo and Redo
- AutoCorrect, AutoFormat, AutoFill
- Worksheet Navigation
- Working with Rows and Columns
- Working with Grouped Worksheets
- Creating Basic Formulae
- AutoCalculate and AutoSum
- Preparing the Worksheet for Printing
- Printing Worksheets and Workbooks
- Using Online Help

**INTRODUCTION TO FORMULAE**

**Duration: 3 hours**  
**Audience:** Has attended an Excel Fundamentals or Quick Tips course or has equivalent knowledge  
**Topics:**

- Common Error Messages
- Creating Formulae
- Cell Referencing
- Calculating Percentages
- Introduction to Functions
- Linking Workbooks and Worksheets

**WORKING WITH FUNCTIONS**

**Duration: 3 hours**  
**Audience:** Has attended an Introduction to Formulae course or has equivalent knowledge  
**Topics:**

- Named Ranges
- Conditional Functions
- Lookup Formulae

**FORMATTING WORKSHEETS**

**Duration: 3 hours**  
**Audience:** Has attended an Excel Fundamentals course or has equivalent knowledge  
**Topics:**

- Sorting Data
- Character Formats
- Number Formats
- Date Formats
- Find and Replace
- Text Alignment and Cell Orientation
- Cell Borders and Shading
- Conditional Formatting
- Comments
- Viewing Tools

**CHARTING EXCEL DATA**

**Duration: 3 hours**  
**Audience:** Has attended an Excel Fundamentals or Quick Tips course or has equivalent knowledge  
**Topics:**

- Working with Charts
- Creating and Maintain a Chart
  - Add and Remove Data
  - Hidden Data and Empty Cells
- Working with Chart Elements
  - Add or Remove Chart Elements
  - Format Chart Elements
  - Linking Chart Titles to Cells
  - Format Number Axis
  - Change the Chart Location
  - Change the Series Order
- Working with Chart Types
  - Combination Chart Types
  - Multilevel Categories
  - Plotting Data on Different Axis
  - Waterfall Charts
- Working with Chart Templates

**FINE TUNING WORKBOOKS**

**Duration: 3 hours**  
**Audience:** Has attended an Introduction to Formulae course or has equivalent knowledge  
**Topics:**

- Worksheet and Workbook Protection
- Data Validation
- Auditing Workbooks
- Introduction to Templates
- Custom Views

**WHAT IF TOOLS**

**Duration: 2 hours**  
**Audience:** Has attended a Working with Functions course or has equivalent knowledge  
**Topics:**

- Goal Seek
- Scenario Manager

**QUICK TIPS**

**Duration: 3 hours**  
**Audience:** Existing spreadsheet users who wish to improve productivity  
**Topics:**

- Keyboard Shortcuts
- Workbook Navigation
- Working with Worksheet Data
- Working with Rows and Columns
- AutoComplete and AutoFill
- Smart Tags
- Customised Number and Date Formats
- Preparing the Worksheet for Printing
- Printing Worksheets and Workbooks

**ORGANISING DATA**

**Duration: 3 hours**  
**Audience:** Has attended an Excel Fundamentals or Quick Tips course or has equivalent knowledge  
**Topics:**

- Automatic Subtotals
- Automatic Outlines
- Filtering Data
- Consolidating Data
- PivotTables and PivotCharts

**INTRODUCTION TO AUTOMATION**

**Duration: 3 hours**  
**Audience:** Has attended an Introduction to Formulae course or has equivalent knowledge  
**Topics:**

- Introduction to Macros
- Working with Hyperlinks
- Ribbon Customisation

**WORKBOOK COLLABORATION**

**Duration: 2 hours**  
**Audience:** Has attended an Excel Fundamentals or Quick Tips course or has equivalent knowledge  
**Topics:**

- Share a Workbook
- Manage Users
- List Marked Changes
- Accept or Reject changes
- Stop Sharing a Workbook



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