

# Excel 2010 Roadmap

## Which class is right for you?



### Answer these questions honestly!

#### Can You...?

- ◆ Can you select adjacent and non-adjacent cells?
- ◆ Can you write a simple formula?
- ◆ Are you familiar with the Order of Operations?
- ◆ Can you use the Formula AutoComplete command to write a function?
- ◆ Have you ever used the Insert Function button to access the Function Library?
- ◆ Do you know the ways to navigate around a workbook?
- ◆ Do you use the AutoFill feature?
- ◆ Are you comfortable with absolute and relative references?
- ◆ Can you position cell contents where you want them?
- ◆ Can you manipulate the printouts you get in Excel?



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**1-Day**

#### Can You...?

- ◆ Are you able to create and use named ranges?
- ◆ Can you write IF statements and LOOKUP functions?
- ◆ Have you used text functions to pull specific data from a cell?
- ◆ Do you know how to filter a list with multiple condition criteria?
- ◆ Do you use the sorting feature in Excel?
- ◆ Can you create simple charts?
- ◆ Are you able to customize your chart features?
- ◆ Can you create an embedded chart?
- ◆ Can you create a Pivot Table?
- ◆ Can you filter your data using slicers?
- ◆ Can you create Excel templates?



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**Formulas, Functions, Tables and Charts**  
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## Which class is right for you?



Answer these questions honestly!

### Can You...?

- ◆ Can you record a simple macro?
- ◆ Do you use conditional formatting to format a worksheet?
- ◆ Do you know how to track revisions in Excel?
- ◆ Can you troubleshoot invalid formulas?
- ◆ Can you set up data validation on a cell?
- ◆ Do you know how to import and export data into Excel?
- ◆ Have you used the Goal Seek and Solver?
- ◆ Do you know how to add trend lines to your charts?
- ◆ Do you know how to Consolidate data?
- ◆ Can you create a Web Query?
- ◆ Have you ever imported XML maps into Excel?



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