Course Length ---------- 1 Day
Course Format ---------- Instructor –Led
Course Hours ----------9:00 a.m. – 5:00 p.m.

Microsoft® Office Excel® 2010
Transition from Excel 2003

Course Description

Course Objective: You will use the new and enhanced features in Microsoft Office Excel 2010.

Target Student: This course is designed for experienced Excel users who have worked with earlier versions of Microsoft Office Excel, ideally Microsoft Office Excel 2003, and who are planning to upgrade to Microsoft Office Excel 2010.

Prerequisites: Students must have prior knowledge of Microsoft Office Excel 2003 or Excel XP on the Windows operating system.

Course Objectives

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

- Identify the elements of the Microsoft Office Excel 2010 environment.
- Organize data in Excel worksheets.
- Analyze Excel data by sorting, filtering, and conditionally formatting it.
- Present Excel data using charts, illustrations and PivotTables.
- Use Office Web Apps.

Course Content

Lesson 1: Identifying the Elements of the Excel 2010 Environment

- ☑ Identify the User Interface Elements
- ☑ Identify the Ribbon Components
- ☑ Use Contextual Tabs
- ☑ Use Excel Galleries
- ☑ Customize the Excel Interface

Lesson 2: Organizing Data

- ☑ Identify the Enhancements to Excel 2010 Spreadsheets
- ☑ Insert Tables
- ☑ Format Tables

Lesson 3: Analyzing Data

- ☑ Apply Conditional Formatting
- ☑ Sort Data in a Spreadsheet
- ☑ Filter Data in a Spreadsheet
- ☑ Apply a Formula

Lesson 4: Presenting Data

- ☑ Create Charts
- ☑ Format Charts
- ☑ Work with Illustrations
- ☑ Create PivotTables and PivotCharts
- ☑ Share Excel Charts
- ☑ Save Data in Compatible Formats

Lesson 5: Using Office Web Apps

- ☑ Save Excel Spreadsheets to the Web
- ☑ Access and Work with Spreadsheets on the Web

Appendix A: New Features in Microsoft Office Excel 2010

Appendix B: Enhanced File and Compatibility Features in Microsoft Office Excel 2010

Appendix C: Link Formatting in Tablet PCs

Appendix D: Mobile Features