Microsoft Excel 2010- Level 2

Course Introduction

The Microsoft Excel 2010 – Level 2 course teaches students intermediate to advanced-level concepts and features of the Microsoft Excel 2010 application.

In this course, students learn to customize Microsoft Excel and streamline workflow by building upon the basic skills learned in the Microsoft Excel 2010 – Level 1 course. They learn to use named references, use links and hyperlinks and use data validation to ensure data integrity. Students learn to use themes, conditional formatting, styles, and templates. They learn how to create and organize data in a table and how to sort, filter, group, and outline data. They also learn to apply conditional logic to a formula, use functions to look up data, modify or format text, and perform financial calculations. Students also practice working with charts, graphics, and diagrams.

Students accomplish the learning objectives for each module through a series of hands-on tasks, for which they are given step-by-step instructions and desired result checkpoints. The tasks provide ample opportunity for students to practice, apply, and develop the Microsoft Excel skills covered in the module.

A practice exercise and review questions are included at the end of each module to measure progress and enforce the skills learned. There is also a lab exercise at the end of the course to provide further practice and review, to reinforce the topics learned throughout the course, and to help prepare students for the exam.

Course Prerequisite(s)

Microsoft Excel 2010 – Level 1 course.

Course Aim

To provide an understanding of Microsoft Excel that goes beyond the basics, in order to create and manage spreadsheets.

Of Interest to

Those interested in preparing and maintaining financial statements, and other kinds of reports in an up-to-date office spreadsheet environment.

Course Breakdown

Module 1:

Creating Custom Themes; Working with Cell Styles; Using Conditional Formatting; Creating Custom Conditional Formatting Rules; Working with Conditional Formatting Rules; Creating a Custom Number Format

Module 2:

Referencing Data; Naming Cells and Cell Ranges; Ensuring Data Integrity; Referencing Data Review; Managing Named Ranges; Using Hyperlinks; Ensuring Data Integrity; Removing Duplicate Rows

Module 3:

Creating Tables; Adjusting Table Size; Modifying Tables; Sorting Data; Filtering Data; Special Sorting and Filtering; Grouping and Outlining

Module 4:

Creating Charts; Adding, Removing, and Repositioning Chart Elements; Modifying Charts; Formatting Charts; Creating Sparklines

Module 5:

Using Conditional Logic in Formulas; Using Functions to Look Up Data; Using Functions to Modify or Format Text; Using Financial Functions for Loan and Investment Calculations; Using Financial Functions to Calculate Depreciation; Using Arrays

Module 6:

Inserting SmartArt; Modifying and Formatting SmartArt; Inserting Graphic objects; Modifying and Formatting Graphic objects

Lab Exercise

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Course Notes

Course manual is provided for on-going reference. There is a final exam upon completion of the course. Participants who receive 75% or higher on their exam will receive a certificate.

Next Level

Microsoft Excel 2010 – Level 3 (EXC10P3)

Method of Delivery

Integrated Learning™ System (ILS*Plus*) training facilitated by Academy of Learning College facilitators.