

Microsoft Excel 2010 Step by Step - Level 2

Introduction

This **one-day** instructor-led course shows students how to perform **calculations** on data, locate and **validate data**, create **styles and format data**, **filter** data, **reorder** and **summarize** data, and **combine** data from **multiple sources**.

Audience Profile

This course is intended for **novice information workers** who want to learn **intermediate-level** Excel 2010 skills.

At Course Completion

After completing this course, students will be able to:

- Name groups of data.
- Create formulas to calculate values.
- Summarize data that meets specific conditions.
- Find and correct errors in calculations.
- Define styles.
- Make numbers easier to read.
- Change the appearance of data based on its value.
- Limit data that appears on your screen.
- Manipulate worksheet data.
- Define valid sets of values for ranges of cells.
- Sort worksheet data.
- Organize data into levels.
- Look up information in a worksheet.
- Use workbooks as templates for other workbooks.
- Link to data in other worksheets and workbooks.
- Consolidate multiple sets of data into a single workbook.
- Group multiple sets of data.

Pre-requisites

Before attending this course, students must have:

- Basic computer knowledge, such as keyboard and mouse skills.
- Basic file-management skills. The student should know how to navigate to folders and files on a computer running Windows 7.
- Excel 2010 Beginner level experience

Duration

- 1 day
- Includes lunch, refreshments and manuals

Level: 100

Course Outline

Module 1: Perform Calculations on Data

This module explains how to identify and name groups of cells that contain related data, create formulas to perform calculations on data, display messages when certain conditions of a formula are not met, and find the source of errors in a formula.

Lessons

- Naming Groups of Data
- Creating Formulas to Calculate Values
- Summarizing Data That Meets Specific Conditions
- Finding and Correcting Errors in Calculations

Lab : Naming Groups of Data

- Create named ranges

Lab : Creating Formulas to Calculate Values

- Create and revise a formula; create a formula that references an Excel table; use relative and absolute references

Lab : Summarizing Data That Meets Specific Conditions

- Create a conditional formula; find the average or sum of worksheet values that meet specific criteria

Lab : Finding and Correcting Errors in Calculations

- Use the formula-auditing capabilities in Excel to identify and correct errors in a formula

After completing this module, students will be able to:

- Streamline references to groups of data on worksheets.
- Create and correct formulas.

Module 2: Create Styles and Format Data

This module explains how to define and save formats to use again, apply formats to make numbers easier to read, and use conditional formatting to change the appearance of data.

Lessons

- Defining Styles
- Making Numbers Easier to Read
- Changing the Appearance of Data Based on Its Value

Lab : Defining Styles

- Create a style and apply the new style to a data label

Lab : Making Numbers Easier to Read



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- Assign date, phone number, and currency formats to ranges of cells

Lab : Changing the Appearance of Data Based on Its Value

- Create a series of conditional formats to change the appearance of data in worksheet cells

After completing this module, students will be able to:

- Create styles and apply them to data.
- Make numbers easier to read.
- Change data's appearance based on its value.

Module 3: Focus on Specific Data by Using Filters

This module explains how to create a filter to determine which data is shown in a worksheet, use Excel tools to manipulate data, and create validation rules to ensure the accuracy of data.

Lessons

- Defining Valid Sets of Values for Ranges of Cells
- Manipulating Worksheet Data
- Limiting Data that Appears on Your Screen

Lab : Limiting Data that Appears on Your Screen

- Create standard filters; create a search filter; create a custom filter

Lab : Manipulating Worksheet Data

- Select random rows from a list of exceptions; create an AGGREGATE formula; find unique values

Lab : Defining Valid Sets of Values for Ranges of Cells

- Create a data validation rule; add input and error messages; test the rule

After completing this module, students will be able to:

- Limit that data that appears on the screen.
- Manipulate list data.
- Create validation rules that limit data entry to appropriate values.

Module 4: Reorder and Summarize Data

This module explains how to reorder data in a worksheet, calculate subtotals, organize data in levels, and find specific information in a worksheet.

Lessons

- Sorting Worksheet Data
- Organizing Data into Levels
- Looking Up Information in a Worksheet

Lab : Sorting Worksheet Data

- Sort worksheet data; change the order in which sorting criteria are applied; sort data by using a custom list; sort data by color

Lab : Organizing Data into Levels

- Add subtotals to a worksheet; use the subtotal outline to show and hide different groups of data

Lab : Looking Up Information in a Worksheet

- Create a VLOOKUP function

After completing this module, students will be able to:

- Sort data using one or more criteria.
- Calculate subtotals.
- Organize data into levels.
- Look up information in a spreadsheet.

Module 5: Combine Data from Multiple Sources

This module explains how to save a workbook as a template for similar workbooks, link to data in other worksheets and workbooks, consolidate the data from multiple worksheets into a single worksheet, and define a set of files as a workspace.

Lessons

- Using Workbooks as Templates for Other Workbooks
- Linking to Data in Other Worksheets and Workbooks
- Consolidating Multiple Sets of Data into a Single Workbook
- Grouping Multiple Sets of Data

Lab : Using Workbooks as Templates for Other Workbooks

- Create a workbook from a template; save a worksheet template; insert a worksheet based on a template into a new workbook

Lab : Linking to Data in Other Worksheets and Workbooks

- Create, break, and fix links

Lab : Consolidating Multiple Sets of Data into a Single Workbook

- Define a data consolidation range and summarize the results

Lab : Grouping Multiple Sets of Data

- Save and test a workspace

After completing this module, students will be able to:

- Use a workbook as a template for other workbooks.
- Work with more than one set of data.
- Link data in other workbooks.
- Summarize multiple sets of data.
- Group multiple workbooks.

