Microsoft Office Specialist Excel 2010

Session 1

Section A: Introduction
- Course Overview
- Excel 2010 Introduction
- Quick Access Toolbar
- Toolbar Customization
- Additional Customization Buttons

Section B: Navigating Excel
- Ribbon Organization
- Function Grouping
- Multiple Function Access
- The Document Window
- Basic Navigation
- Workbook Options

Section C: Excel 2010 Shortcuts
- Best Practice Guidelines
- Common Hot Keys
- Speed Keys
- Function Keys
- CTRL Keys
- ALT Keys
- Visible Speed Keys

Section D: Creating and Manipulating Data
- Entering Data
- Auto Fill a Series
- Creating Custom Lists
- Fill Adjacent Cells
- Fill Non-Adjacent Cells
- Auto Fill on Multiple Sheets

Section E: Managing Worksheets
- Copying/Moving Worksheets
- Renaming Worksheets
- Inserting/Deleting Worksheets
- Hiding Worksheets

Section F: Data Validation
- Range Criteria
- List Criteria
- Extending the List
- Input Message
- Validation Error Alerts
- Validation by Character
Section G: Modifying Cell Content

- Copy/Paste Options
- Paste
- Inserting Columns
- Transporting Data
- Copy Cell Formatting
- Removing Duplicates

Section H: Changing Views

- Zoom
- Workbook Views
- Page Layout
- Freeze Panes
- Split Windows
- Viewing Multiple Windows

Session 2

Section A: Formatting Data

- Formatting Worksheets
- Cell/Font Color
- Background Images
- Watermarks
- Worksheet Tab Color

Section B: Formatting Numbers

- Modifying Cell Formats
- Format Painter
- Date Formatting
- Formatting Multiple Cells
- Numerical Cell Values
- Special Formats

Section C: Formatting Text and Tables

- Formatting Fonts / Fills
- Cell Height/Width
- Noncompatible Commands
- Cell Alignment
- Inserting Comments
- Merge and Center
- Tables

Section D: Understanding Formulas

- Operations
- Arithmetic Operations
- Additional Operation Symbols
- SUM Function
- Ranges in Functions
- AutoSum
- Average
Session 3

Section A: Referencing Formulas

- Totaling Multiple Sheets
- AutoFit Multiple Cells
- Linked Formulas
- Grand Totals
- Sparkline Graphics
- Sparkline Colors
- Consolidation
- Consolidating Data
- Linking to Source Data
- Hierarchical Outline
- Consistency

Section B: Ranges and Dates

- Naming Ranges
- Adding Named Ranges
- Dates
- Date Speed Keys
- Formula Calculations
- Formula Auditing
- The Watch Window
- Formula Evaluation

Section C: Subtotals

- Using Subtotals
- Subtotal Options
- Using Data Hierarchy
- Selecting Visible Data

Section D: Using VLOOKUP

- VLOOKUP
- VLOOKUP Type I
- VLOOKUP's Three Arguments
- VLOOKUP Type I Methodology
- VLOOKUP Type II

Section E: Using Nested Formulas

- Nested Formulas
- Absolute Numbers
- Nested Absolutes
- Nested Formula Logic
- FIND
- INDIRECT
- ROW/COL

**Section F: Conditional Logic**

- The IF Formula
- The IF Statement
- Nested IF
- Nested IF Syntax

**Section G: More Conditional Logic**

- Insert Wizard
- AND
- OR
- NOT
- IFERROR
- SUMIF / AVERAGEIF / COUNTIF
- SUMIFS
- AVERAGEIFS
- COUNTIFS

**Session 4**

**Section A: Financial Formulas**

- Working with Financial Formulas
- Future Value Function
- Function Categories
- Calculating Interest Rate
- Calculating Total Payment
- Calculating Monthly Payment
- Using Goal Seek

**Section B: What-If Functions**

- Solver Add-in
- Using Solver
- Constraints
- Reports
- Comparing Options
- Scenario Manager
- Scenario Report
- Data Tables
- Applying Data Tables
- Comparing Data Tables

**Section C: Working with Text Formulas**

- Concatenate
- Text to Columns
- Extraction Formulas
- Combining with Previous Formulas
- UPPER/LOWER/PROPER
• Converting Formulas with Function Keys

Section D: Paste Special
• Pasting Values
• Pasting Formats
• Quick Multiplication
• Addition
• TRIM
• Substitute

Section E: Introduction to Charts
• Charts
• Chart Types
• Instant Chart
• Updating Charts
• Add Secondary Y/Value Axis
• Adding Data Labels
• Fill
• Picture Fill
• Line/Scatter Charts

Section F: Formatting Charts
• Chart Styles
• 3-D Charts
• Quick Layouts
• Formatting Chart Labels
• Layout
• Chart Title
• Legends

Section G: Conditional Formatting
• Conditional Formatting Options
• Selecting Cells to Format
• Top/Bottom Rules
• Data Bars/Color Scales/Icon Sets
• Managing Rules
• Wildcards
• Alternative Row Shading via Formulas

Section H: Adding Graphics to Spreadsheets
• Inserting Pictures
• Modifying Pictures
• Inserting Shapes
• Inserting SmartArt
• Modifying SmartArt
• Themes

Session 5

Section A: Outlining, Sorting, and Filtering
• Grouping
• Ungrouping
• Sorting Data
• Sorting Levels
• Filtering Data
• Selecting Filtered Rows
• Advanced Filtering

Section B: PivotTables and PivotCharts

• PivotTables
• Creating PivotTables
• PivotTable Layout
• Defaults
• Updating/Modifying Data
• Calculated Fields
• Calculated Items
• Filtering PivotTables
• Slicer
• PivotCharts

Section C: Protecting Data

• Locking Cells
• Protect Workbook
• Hiding Cells
• Hiding Worksheets

Section D: Introduction to Backstage

• Document Properties
• Titles/Tags/Categories
• Related Dates / People
• Formatting Comments
• Document Inspector
• Sparklines/Slicer
• Compatibility Checker
• Document Inspection

Section E: Collaboration

• Sharing Documents
• Sharing Workbooks
• Protecting Shared Workbooks
• Tracking Changes
• Accept/Reject Changes
• Information Rights Management
• Document Signature
• Mark as Final

Section F: Saving Workbooks

• Save as Previous Version
• File Sharing with Previous Excel Version
• Customization/Compatibility
• Excel Options
• Templates
• Opening/Deleting Templates
• Save as a Web Page
• Single File Web Page

Section G: Printing Workbooks

• Page Orientation
• Margins
• Print Area/Page Breaks
• Page Sailing
• Headers/Footers
• Row/Column Headings
• Other Print Options

Section H: Macros with VB for Applications

• Macros
• Recordable Macros
• Non-Recordable Macros
• Creating a Macro
• Naming Macros
• Shortcut Keys
• Storage Options
• Recording a Macro
• Testing Macros
• Editing Macros with Visual Basic
• Testing Edited Macros
• Relative Reference Macros
• Assigning Buttons to Macros
• Modifying Button Icons
• Macro-Enabled Workbooks
• Save Workspace