

## Course EXC1002: Microsoft Excel 2010 – Intermediate Level

**One Day, Instructor-Led**

### Pre-requisites

- Excel 2010 - Basic

### Course Outline

#### Unit 1: Multiple Worksheets and Workbooks

- Using Multiple Workbooks
- Linking Worksheets with 3-D Formulas
- Linking and Managing Workbooks

#### Unit 2: Advanced Formatting

- Using Special Number Formats
- Using Functions to Format Text
- Working with Styles and Themes

#### Unit 3: Outlining and Subtotals

- Outlining and Consolidating Data
- Creating Subtotals

#### Unit 4: Cell and Range Names

- Creating and Using Names
- Managing Names

#### Unit 5: Lists and Tables

- Sorting and Filtering Lists
- Advanced Filtering
- Working with Tables

#### Unit 6: Web and Sharing Features

- Saving Workbooks as Web Pages
- Using Hyperlinks
- Sharing Workbooks

#### Unit 7: Advanced Charting

- Chart Formatting Options
- Combination Charts

#### Unit 8: Documenting and Auditing

- Auditing Features
- Protection
- Workgroup Collaboration

#### Unit 9: Templates and Settings

- Changing Application Settings
- Using Built-in Templates
- Creating and Managing Templates

#### Unit 10: PivotTables and PivotCharts

- Working with PivotTables (PT)
- Rearranging and Formatting PT
- Using PivotCharts

### Course Inclusions:

- Microsoft Official Curriculum (MOC) and/or Wizards Learning Courseware (WLC)
- Microsoft Certified Trainer (MCT)
- Lunch, AM and PM Snacks
- Certificate of Achievement
- Course Notes