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We can help?*

**M J H COMPUTER TRAINING**

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# Microsoft® Office Excel® 2010: Level 2

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**Course Length: 1 Day**

## **Course Content**

### **Lesson 1: Calculating Data with Advanced Formulas**

**Topic 1A:** Apply Cell and Range Names

**Topic 1B:** Calculate Data Across Worksheets

**Topic 1C:** Use Specialized Functions

**Topic 1D:** Analyze Data with Logical and Lookup Functions

### **Lesson 2: Organizing Worksheet and Table Data**

**Topic 2A:** Create and Modify Tables

**Topic 2B:** Format Tables

**Topic 2C:** Sort or Filter Data

**Topic 2D:** Use Functions to Calculate Data

### **Lesson 3: Presenting Data Using Charts**

**Topic 3A:** Create a Chart

**Topic 3B:** Modify Charts

**Topic 3C:** Format Charts

### **Lesson 4: Analyzing Data Using PivotTables, Slicers, and PivotCharts**

**Topic 4A:** Create a PivotTable Report

**Topic 4B:** Filter Data Using Slicers

**Topic 4C:** Analyze Data Using PivotCharts

### **Lesson 5: Inserting Graphic Objects**

**Topic 5A:** Insert and Modify Pictures and ClipArt

**Topic 5B:** Draw and Modify Shapes

**Topic 5C:** Illustrate Workflow Using SmartArt Graphics

**Topic 5D:** Layer and Group Graphic Objects

### **Lesson 6: Customizing and Enhancing the Excel Environment**

**Topic 6A:** Customize the Excel Environment

**Topic 6B:** Customize Workbooks

**Topic 6C:** Manage Themes

**Topic 6D:** Create and Use Templates