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Microsoft Excel 2010 Intermediate Course Outline

Office 2010 Interface

- Fluent User Interface
- Excel Options
- Quick Access Toolbar
- Customize the Ribbon

Section 1-Creating a Chart

- Elements of a Chart
- Embedded chart vs Chart sheet
- Create a chart sheet
- Create an embedded chart
- Common chart types
- Moving charts
- Previewing charts
- Printing charts
- Charting data from different sheets
- Copying and pasting data

Section 2- Formatting a Chart

- Selecting charts
- Chart Tools: Conditional tabs
- Changing chart type
- Changing chart layout
- Titles, axis labels and legends
- Data tables and labels
- Resizing charts
- Axes, gridlines and trendlines
- Chart background
- Selecting chart elements
- Plotting data series

Section 3 - Status Bar Calculator and Functions

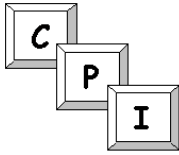
- Status bar calculator
- Average function
- Count function
- Absolute cell references
- IF function
- PMT function
- Change arguments
- Future Value and Present Value

Section 4- Creating and Managing Lists

- Creating an Excel list
- Using the Data Form
- Adding records
- Finding records
- Deleting records

Section 5 - Sorting and Filtering Lists

- Quick sort
- Data Sort command
- Sort order
- Custom lists
- Filtering lists
- Subtotals in a list
- Hiding columns
- Removing the outline
- SUMIF and COUNTIF



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Section 6- PivotTables and PivotCharts

Creating and arranging PivotTables

Field settings

Displaying detail

Moving PivotTables

Report totals

Formulas

Creating and editing PivotCharts

Moving PivotCharts

Removing PivotCharts and

PivotTables