

**Microsoft Excel 2010**  
**Level 2 Training**

**Introduction:**

Microsoft Excel 2010 Level 2 is the second of a 3-Level study program for Microsoft Excel 2010. This level extends the learner's basic knowledge of Excel and provides the learner with skills and knowledge to produce more effective and productive workbooks. It covers formulas and function techniques, more intricate formatting, setting complex printing options, using intricate charting features, and working more effectively with existing worksheets and workbooks.

**Learning Outcomes:**

At the completion of Excel 2010 Level 2 you should be able to:

- use the fill operations available to fill a data series, and move the contents of cells and ranges within and between workbooks
- work with logical functions in Excel
- use a range of formula techniques
- apply a range of number formatting techniques to data
- apply conditional formatting to ranges in a worksheet
- apply borders to cells and ranges
- apply a variety of page setup techniques and work with various elements of a worksheet
- use a range of find and replace techniques
- sort and filter data in a list in a worksheet
- use a range of techniques to enhance charts

**Target Audience:**

Microsoft Excel 2010 Level 2 is designed for existing users of Excel who would like to expand their skills and knowledge and learn more of the techniques associated with creating better and more productive workbooks.

**Duration:**

1 Day

**Courseware:**

High quality learning materials are available for purchase by participants.

Participants will also be presented with a certificate of achievement upon completion of the course.



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## **Course Content**

### **Filling Data**

Understanding Filling  
Filling A Series  
Filling A Growth Series  
Filling A Series Backwards  
Filling Using Options  
Creating A Custom Fill List  
Modifying A Custom Fill List  
Deleting A Custom Fill List

### **Moving Data**

Understanding Moving In Excel  
Moving Cells And Ranges  
Moving Data To Other Worksheets  
Moving Data To Other Workbooks

### **Logical Functions**

Understanding Logical Functions  
Using IF To Display Text  
Using IF To Calculate Values  
Nesting IF Functions  
Using IFERROR  
Using TRUE And FALSE  
Using AND  
Using OR  
Using NOT

### **Formula Techniques**

Scoping A Formula  
Developing A Nested Function  
Creating Nested Functions  
Editing Nested Functions  
Copying Nested Functions  
Using Concatenation  
Switching To Manual Recalculation  
Forcing A Recalculation  
Pasting Values From Formulas

### **Number Formatting Techniques**

Using Alternate Currencies  
Formatting Dates  
Formatting Time  
Creating Custom Formats

### **Conditional Formatting**

Understanding Conditional Formatting  
Formatting Cells Containing Values  
Clearing Conditional Formatting  
More Cell Formatting Options  
Top Ten Items  
More Top And Bottom Formatting Options  
Working With Data Bars  
Working With Colour Scales  
Working With Icon Sets  
Understanding Sparklines  
Creating Sparklines  
Editing Sparklines

### **Applying Borders**

Understanding Borders

Applying A Border To A Cell  
Applying A Border To A Range  
Applying A Bottom Border  
Applying Top And Bottom Borders  
Removing Borders  
The More Borders Options  
Using The More Borders Option

### **Page Setup**

Understanding Page Layout  
Using Built-In Margins  
Setting Custom Margins  
Changing Margins By Dragging  
Centring On A Page  
Changing Orientation  
Specifying The Paper Size  
Setting The Print Area  
Clearing The Print Area  
Inserting Page Breaks  
Using Page Break Preview  
Removing Page Breaks  
Setting A Background  
Clearing The Background  
Settings Rows As Repeating Print Titles  
Clearing Print Titles  
Printing Gridlines  
Printing Headings  
Scaling To A Percentage  
Fit To A Specific Number Of Pages  
Strategies For Printing Larger Worksheets

### **Working With A Worksheet**

Understanding Worksheets  
Changing Worksheet Views  
Worksheet Zooming  
Viewing The Formula Bar  
Viewing The Gridlines  
Viewing The Ruler  
Inserting Cells  
Deleting Cells  
Inserting Columns  
Inserting Rows  
Deleting Rows And Columns  
Switching Between Worksheets

### **Worksheet Techniques**

Inserting And Deleting Worksheets  
Copying A Worksheet  
Renaming A Worksheet  
Moving A Worksheet  
Hiding A Worksheet  
Unhiding A Worksheet  
Copying A Worksheet To Another Workbook  
Moving A Worksheet To Another Workbook  
Changing Worksheet Tab Colours  
Grouping Worksheets  
Hiding Rows And Columns  
Unhiding Rows And Columns  
Freezing Rows And Columns  
Splitting Windows

## **Computer Training Options**

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### **Finding And Replacing**

- Understanding Find And Replace Operations
- Finding Text
- Finding Cell References In Formulas
- Replacing Values
- Using Replace To Change Formulas
- Replacing Within A Range
- Finding Formats
- Finding Constants Using Go To Special
- Finding Formulas Using Go To Special
- Finding The Current Region
- Finding The Last Cell

### **Sorting Data**

- Understanding Lists
- Performing An Alphabetical Sort
- Performing A Numerical Sort
- Sorting On More Than One Column
- Sorting Numbered Lists
- Sorting By Rows

### **Filtering Data**

- Understanding Filtering
- Applying And Using A Filter
- Clearing A Filter
- Creating Compound Filters
- Multiple Value Filters
- Creating Custom Filters
- Using Wildcards

### **Charting Techniques**

- Understanding Chart Layout Elements
- Adding A Chart Title
- Adding Axes Titles
- Positioning The Legend
- Showing Data Labels
- Showing A Data Table
- Modifying The Axes
- Showing Gridlines
- Formatting The Plot Area
- Adding A Trendline
- Adding Error Bars
- Adding A Text Box To A Chart
- Drawing Shapes In A Chart

### **Chart Text Formatting**

- Understanding Chart Text Formatting
- Using Font Formatting And Alignment
- Using WordArt Styles
- Changing Text Fill
- Changing Text Outline
- Changing Text Effects

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