Excel 2010 - Level 2

Overview:
This course builds upon the foundational knowledge presented in the Excel 2010: Level 1 course and will help start you down the road to creating advanced workbooks and worksheets that can help deepen your organisational intelligence. The ability to analyse massive amounts of data, extract actionable intelligence from it, and present that information to decision makers is the cornerstone of driving a successful organisation that is able to compete at a high level. This course covers Microsoft Office Specialist exam objectives to help students prepare for the Excel 2010 Exam and the Excel 2010 Expert Exam.

Target Audience:
This course is designed for students who already have foundational knowledge and skills in Excel 2010 and who wish to begin taking advantage of some of the higher-level functionality in Excel to analyse and present data.

Pre-requisites:
Before attending this course, students must have completed Excel 2010 - Level 1 or have the equivalent knowledge and experience.

At Course Completion:
Upon successful completion of this course, you will be able to leverage the power of data analysis and presentation in order to make informed, intelligent organisational decisions. Students will also be able to:

- Customise the Excel environment.
- Create advanced formulas.
- Analyse data by using functions and conditional formatting.
- Organise and analyse datasets and tables.
- Visualise data by using basic charts.
- Analyse data by using PivotTables, slicers, and PivotCharts.

Lesson 1: Customising the Excel Environment
- Topic A: Configure Excel Options
- Topic B: Customise the Ribbon and the Quick Access Toolbar
- Topic C: Enable Excel Add-Ins

Lesson 2: Creating Advanced Formulas
- Topic A: Use Range Names in Formulas
- Topic B: Use Specialised Functions
- Topic C: Use Array Formulas

Lesson 3: Analysing Data with Functions and Conditional Formatting
- Topic A: Analyse Data by Using Text and Logical Functions
- Topic B: Apply Advanced Conditional Formatting

Lesson 4: Organising and Analysing Datasets and Tables
- Topic A: Create and Modify Tables
- Topic B: Sort Data
- Topic C: Filter Data
- Topic D: Use SUBTOTAL and Database Functions

Lesson 5: Visualising Data with Basic Charts
- Topic A: Create Charts
- Topic B: Modify and Format Charts

Lesson 6: Analysing Data with PivotTables, Slicers, and PivotCharts
- Topic A: Create a PivotTable
- Topic B: Analyse PivotTable Data
- Topic C: Present Data with PivotCharts
- Topic D: Filter Data by Using Slicers

Duration: 8 Hours