



Course Outline

Excel 2010 Intermediate

Course Number EXL1002

Course Length: 1 day

Section 1 – Organizing Workbooks

- Overview of Workbooks and Worksheets
- Working with Sheets in Groups

Section 2 - Linking & Consolidating Data

- Working with Hyperlinks
- Working with Formulas That Link Worksheets and Files
- Consolidating Data from Various Worksheets

Section 3 - Enhancing Workbook Navigation

- Adjusting Window Layout
- Organizing Data in an Outline

Section 4 – Working with Lists of Data

- Overview of Excel Lists
- Rules for Designing a List

Section 5 – Sorting and Subtotaling

- Sorting a Worksheet List
- Sorting by Columns
- Creating Custom Sort Orders
- Producing Subtotals on a Sorted List

Section 6 – Creating Tables, Using Filters and Criteria

- Automating Your List for Day-To-Day Activity
- Setting a Custom Autofilter
- Working with Criteria Ranges

Section 7 – Working with Charts

- Creating Sparklines
- Creating a Chart
- Excel's Assumptions About Your Data
- Modifying and Enhancing The Chart
- Changing Series Orientation from Rows To Columns
- Working with Data Tables
- Updating a Chart's Data Series
- Changing The Data Series Order
- Working with Series-Related Options
- User-Defined Custom Types
- Printing Charts