



INFOCUS COURSEWARE

Microsoft Excel 2010

Level 2 (with Challenge Exercises)



Level Series

Order Code: INF1056 ISBN: 978-1-921721-93-9

❖ General Description

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 this course you should be able to:

- use the fill operations available to fill a data series
- move the contents of cells and ranges within and between workbooks
- work with logical function 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
- work with various elements of a worksheet
- use a range of techniques to work with worksheets
- use a range of find and replace techniques
- sort data in a list in a worksheet
- filter data in a table
- use a range of techniques to enhance charts
- apply formatting techniques to text on 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.

❖ Prerequisites

Microsoft Excel 2010 Level 2 assumes the learner has the skills and knowledge required to create, edit, print and chart simple worksheets. Understanding ranges and the copying process is important. It would also be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Pages/Duration

210 pages. Levels publications are based around a 1-day training program consisting of approximately 6 – 8 hours

❖ Student Files

Many of the topics in **Microsoft Excel 2010 Level 2** require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at www.watsoniapublishing.com. Simply follow the student files link on the home page. You will need the product code for this course which is **INF1056**.

❖ Methodology

The **In Focus** series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic licence



Need more?
Here's a
suggested
learning path
based on this
title...

Previous title... INF1055 Microsoft Excel 2010 Level 1 (with Challenge Exercises)

This title... **INF1056 Microsoft Excel 2010 Level 2 (with Challenge Exercises)**

Then... INF1057 Microsoft Excel 2010 Level 3 (with Challenge Exercises)



47 Greenaway Street
Bulleen VIC 3105
Australia
ABN 64 060 335 748

Phone: (+61) 3 9851 4000
Fax: (+61) 3 9851 4001
info@watsoniapublishing.com
www.watsoniapublishing.com

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- ✓ Filling A Growth Series
- ✓ Filling A Series Backwards
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- ✓ Deleting A Custom Fill List
- ✓ Practice Exercise

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➤ **Sorting Data**

- ✓ Understanding Lists
- ✓ Performing An Alphabetical Sort
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➤ **Charting Techniques**

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- ✓ Using WordArt Styles
- ✓ Changing Text Fill
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- ✓ Changing Text Effects
- ✓ Practice Exercise

➤ **Concluding Remarks**



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