



Microsoft Excel 2010

Level 2



INFOCUS COURSEWARE

Level Series

Order Code: INF1016 ISBN: 978-1-925179-86-6

❖ 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, 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.

❖ 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

180 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 **INF1016**.

❖ 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... INF1015 Microsoft Excel 2010 – Level 1

This title... **INF1016 Microsoft Excel 2010 - Level 2**

Then... INF1017 Microsoft Excel 2010 – Level 3

* Duration relates to study time only and does not include assessment time. Duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Friday, August 20, 2010 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.



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

Product Information



Contents

> 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

> 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





Microsoft Excel 2010

Level 2



INFOCUS COURSEWARE

Level Series

Order Code: INF1016 ISBN: 978-1-925179-86-6

➤ 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

➤ Concluding Remarks



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

Product Information