



Microsoft Excel 2010

Module 2 (with Challenge Exercises)



INFOCUS COURSEWARE

Module Series

Order Code: INF1088

ISBN: 978-1-925121-90-2

❖ General Description

The skills and knowledge acquired in **Microsoft Excel 2010 Module 2 (with Challenge Exercises)** are sufficient to be able to use a range of techniques including charting and worksheet operation, as well as the use of complex analytical and automation tools.

❖ Learning Outcomes

At the completion of this course you should be able to:

- use a range of formula techniques
- work with logical function in **Excel**
- use a range of lookup and reference functions
- apply a range of number formatting techniques to data
- apply conditional formatting to ranges in a worksheet
- use a range of techniques to work with worksheets
- create and work with headers and footers
- filter data in a table
- use a range of techniques to enhance charts
- customise the formatting of charts in **Excel**
- modify **Excel** options
- create and use labels and names in a workbook
- protect data in worksheets and workbooks
- use the **Data Consolidation** feature to combine data from several workbooks into one
- use data linking to create more efficient workbooks
- group cells and use outlines to manipulate the worksheet
- understand and create simple **PivotTable** reports
- construct and operate **PivotTables** using some of the more advanced techniques
- create and edit a **PivotChart**
- use goal seeking to determine the values required to reach a desired result
- use **Solver** to solve more complex and intricate problems
- create summaries in your spreadsheets using subtotals
- create recorded macros in **Excel**
- use the macro recorder to create a variety of macros

❖ Target Audience

Microsoft Excel 2010 Module 2 (with Challenge Exercises) is designed for users who are keen to learn about more of the advanced features and techniques of Excel. This publication focuses on improving current knowledge through the use of more advanced and complex techniques and spreadsheet automation.

❖ Prerequisites

Microsoft Excel 2010 Module 2 (with Challenge Exercises) assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Pages

310 pages

❖ Nominal Duration*

Watsonia Publishing *Modules* are based around a 2-day training program consisting of approximately 14 – 16 hours

❖ Student Files

Many of the topics in **Microsoft Excel 2010 Module 2 (with Challenge Exercises)** 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 **INF1088**.

❖ 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.



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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❖ **Formats Available**

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

❖ **Companion Products**

There are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at www.watsoniapublishing.com.

** 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 Wednesday, November 23, 2011 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
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Australia
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