

Microsoft Excel 2010 – Level 3

Course Introduction

The Microsoft Excel 2010 – Level 3 course teaches students advanced-level concepts and features of the Microsoft Excel 2010 application.

In this course students examine some of Microsoft Excel's tools for data analysis and projection. Students learn to create, modify, and format PivotTables and PivotCharts, examine various aspects of worksheet auditing, and customization of workbooks. They also learn about the various features of Excel that facilitate collaboration with others, and explore some common ways that Excel data can be used with other programs and on the Web.

Students accomplish the learning objectives for each module through a series of hands-on tasks, for which they are given step-by-step instructions and desired result checkpoints. The tasks provide ample opportunity for students to practice, apply, and develop the skills covered in the course.

A practice exercise and review questions are included at the end of each module to measure progress and reinforce the skills learned. There is also a lab exercise at the end of the course to provide further practice and review to reinforce the topics learned throughout the course, and to help prepare students for the exam.

Course Prerequisite(s)

Microsoft Excel 2010 – Level 1 & 2 courses.

Course Aim

To provide an understanding of Microsoft Excel in order to create and manage spreadsheets at an advanced level.

Of Interest to

Those interested in preparing and maintaining financial statements, and other kinds of reports in an up-to-date office spreadsheet environment.

Course Breakdown

Module 1:

Using Formulas to Project Values; Using the Analysis ToolPak to Perform Regression; Analyzing Rank and Percentile; Using Goal Seek; Using Solver; Using Scenario Manager

Module 2:

Understanding PivotTable and PivotChart Reports; Creating PivotTable Reports; Sorting, Filtering, and Grouping Fields and Items; Using Slicers; Adding Totals and Formulas, and Changing the Layout; Formatting a PivotTable Report; Creating a PivotChart Report

Module 3:

Using the Formula Auditing Tools; Correcting Errors in Formulas and Functions; Evaluating a Formula; Tracing Cell References; Automating Tasks with Macros; Editing Macros

Module 4:

Modifying Workbook Properties; Customizing the Quick Access Toolbar; Customizing the Ribbon; Customizing the Excel Environment; Adding Form Controls

Module 5:

Protecting a Workbook; Setting Password Protection; Using Digital Signatures; Inserting a Visible Signature Line; Preparing a Workbook for Sharing; Creating a Shared Workbook; Sending a Workbook for Review; Tracking Changes and Resolving Conflicts; Working with Comments; Merging and Consolidating

Module 6:

Using Excel Data and Charts in Word Documents; Using Excel Data and Charts in PowerPoint Presentations; Importing Access Data into Excel; Importing Data and Managing Connections; Using Excel Data on the Web

Lab Exercise



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Course Notes

Course manual is provided for on-going reference.
There is a final exam upon completion of the course.
Participants who receive 75% or higher on their exam will receive a certificate.

Method of Delivery

Integrated Learning™ System (ILSP*lus*) training facilitated by Academy of Learning College facilitators.

