

Microsoft® Office Excel® 2010: Part 2 (Second Edition) [Exam 77-882 and 77-888]

Course Specifications

Course Number: ELK91-019_rev1.0n

Course Length: 1.0 day(s)

Course Description

Whether you need to crunch numbers for sales, inventory, information technology, human resources, or other organizational purposes and departments, the ability to get the right information to the right people at the right time can create a powerful competitive advantage. After all, the world runs on data more than ever before and that's a trend not likely to change, or even slow down, any time soon. But with so much data available and being created on a nearly constant basis, the ability to make sense of that data becomes more critical and challenging with every passing day. You already know how to get Excel to perform simple calculations and how to modify your workbooks and worksheets to make them easier to read, interpret, and present to others. But Excel is capable of doing so much more. In order to gain a truly competitive edge, you need to be able to extract actionable organizational intelligence from your raw data. In other words, when you have questions about your data, you need to know how to get Excel to provide the answers for you. And that's exactly what this course aims to help you do.

This course builds upon the foundational knowledge presented in the Microsoft® Office Excel® 2010: Part 1 (Second Edition) course and will help start you down the road to creating advanced workbooks and worksheets that can help deepen your organizational intelligence. The ability to analyze massive amounts of data, extract actionable intelligence from it, and present that information to decision makers is the cornerstone of driving a successful organization that is able to compete at a high level.

This course covers Microsoft Office Specialist exam objectives to help students prepare for the Excel 2010 Exam and the Excel 2010 Expert Exam.

Course Objective: Upon successful completion of this course, you will be able to leverage the power of data analysis and presentation in order to make informed, intelligent organizational decisions.

You will:

- Customize the Excel environment.
- Create advanced formulas.
- Analyze data by using functions and conditional formatting.
- Organize and analyze datasets and tables.
- Visualize data by using basic charts.
- Analyze data by using PivotTables, slicers, and PivotCharts.

Target Student: This course is designed for students who already have foundational knowledge and skills in Excel 2010 and who wish to begin taking advantage of some of the higher-level functionality in Excel to analyze and present data.

Prerequisites: To ensure success, students should have completed Logical Operations' Microsoft® Office Excel® 2010: Part 1 (Second Edition) or have the equivalent knowledge and experience.

Hardware Requirements

For this course, you will need one workstation for each student and one for the instructor. Each computer will need the following minimum hardware configurations:

- 500 MHZ or higher processor
- 256 MB RAM or higher (512 MB or higher recommended)
- 3.5 GB available disk space
- DirectX 9.0c graphics card with 64-MB or greater video memory (recommended)
- CD-ROM drive (if installing any software from a CD-ROM)
- Keyboard and mouse (or other pointing device)
- 1,024 × 768 resolution or higher monitor recommended
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

Software Requirements

- Microsoft® Office Excel® Professional Plus 2010.
- Microsoft Office 2010 Service Pack 2 (32-bit package or 64-bit package depending on your system).
- Microsoft Windows® 7 Professional.
- Microsoft Windows 7 Service Pack 1 (SP1).
- Microsoft Silverlight® plug-in.
- Graphics card driver dated 11/1/2004 or later.
- If necessary, software for viewing the course slides. (Instructor machine only.)

Although it may be possible to deliver course content using Microsoft Office Excel 2010 on a Windows 8/8.1 installation, Logical Operations cannot guarantee that all activities will key as authored in that environment.

Course Content

Lesson 1: Customizing the Excel Environment

- Topic A: Configure Excel Options
- Topic B: Customize the Ribbon and the Quick Access Toolbar
- Topic C: Enable Excel Add-Ins

Lesson 2: Creating Advanced Formulas

- Topic A: Use Range Names in Formulas
- Topic B: Use Specialized Functions
- Topic C: Use Array Formulas

Lesson 3: Analyzing Data with Functions and Conditional Formatting

- Topic A: Analyze Data by Using Text and Logical Functions
- Topic B: Apply Advanced Conditional Formatting

Lesson 4: Organizing and Analyzing Datasets and Tables

- Topic A: Create and Modify Tables
- Topic B: Sort Data
- Topic C: Filter Data
- Topic D: Use SUBTOTAL and Database Functions

Lesson 5: Visualizing Data with Basic Charts

- Topic A: Create Charts
- Topic B: Modify and Format Charts

Lesson 6: Analyzing Data with PivotTables, Slicers, and PivotCharts

- Topic A: Create a PivotTable
- Topic B: Analyze PivotTable Data
- Topic C: Present Data with PivotCharts
- Topic D: Filter Data by Using Slicers

Appendix A: Financial Functions

Appendix B: Date and Time Functions

Appendix C: Working with Graphical Objects

Appendix D: Microsoft Office Excel 2010 Exam 77-882

Appendix E: Microsoft Office Excel 2010 Expert Exam 77-888