

Excel 2010

Level 1: Beginner

Learning basic skills for Excel 2010

Estimated time: 04:05

6 modules - 49 topics

Get started in Excel

Discover Excel and carry out simple tasks: opening a workbook saving it, entering and modifying data etc...

You need to know: About your spreadsheet application

Overview of the environment

Opening a workbook

Moving around a workbook

You need to know: Text made easy

Entering data

You need to know: Selecting, copying, moving

Selecting and deleting cells

Undoing and redoing an action

Column width/row height

You need to know: Saving files

Saving a workbook

Modifying the contents of a cell

Creating a new workbook

Using Microsoft Excel Help

Zoom

Total number of topics in the module:16

Look good with easy formatting

Get the presentation of your tables right: apply colour, borders, etc...

Applying a theme

You need to know: Formatting characters

Formatting characters

Character font and size

Aligning cell content

Cell colour

Cell borders

Total number of topics in the module:7

Set out your first Excel calculations

A spreadsheet application is designed to calculate. Learn how to enter simple formulas.

Entering a calculation formula

Calculating a sum and other basic functions

Calculating a percentage

Reproducing data in adjacent cells

Total number of topics in the module:4

Increase your efficiency

You will find yourself getting more done in less time once you have mastered these simple skills with cells, text and formulas, and learned how to make the most of Excel's help.

Simple numerical formats

Checking spelling

Find and replace

Inserting/deleting rows, columns and cells

Moving cells

Copying to non-adjacent cells

Merging cells

Orientation of cell content

Cell styles

Total number of topics in the module:9

Print an attractive document

Make sure that your table looks as good on paper as it does on the screen: find out all about printing in Excel.

Page layout

Print preview and printing

Repeating row/column headings on printed pages

Hiding elements of a sheet

Page breaks

Print area

You need to know: Headers and footers

Headers and footers

Total number of topics in the module:8

Move on to more complex tables

Among other things, learn how to sort data, customise the presentation, copy formatting, and work with automatic dates.

Copying cell format quickly

You need to know: Calculating with functions

Control date, date formats

Sorting data

Splitting the window, freezing a column/row

Total number of topics in the module:5

Level 2: Proficient user

Learning intermediate skills for Excel 2010

Estimated time: 04:40

7 modules - 56 topics

Let charts explain your data

Present your data visually: learn about creating and customising charts.

You need to know: Charts

Creating and positioning a chart

Printing and page layout of a chart

Total number of topics in the module:3

Do more with your Excel table

By declaring your data as a table, you have access to easy sorting and filtering and other time-saving options.

Subtotal rows

Creating and managing a table

Presenting and sorting data in a table

Automatic calculations in a table

Automatic filtering

Custom filters

Blank cells and duplicates

You need to know: Advanced filtering with a criteria range

Criteria ranges

Copying rows filtered using a criteria range

Statistics with a criteria range

Total number of topics in the module:11

Grasped the basics? Take the next step

Simple, common commands that you should be at ease with before you move on to more complex tables.

Displaying several lines of data in one cell
Absolute reference in a formula
Copying values, copying with a link, transposing
Sheet name, tab colour
Inserting and deleting sheets, sheet background
Moving, copying, hiding sheets
Total number of topics in the module:6

Illustrate your data

Use simple techniques with charts, shapes, text boxes and pictures to brighten up your data.

Creating a drawing object
Selecting and deleting objects
Copying and moving objects
Inserting a picture
Total number of topics in the module:4

Create striking charts

Formatting commands for producing high-impact charts.

Managing a chart
Selecting items in a chart
Adding and removing items
Formatting chart items
Modifying a chart's text items
Legend and plot area
Data series and chart axes
Managing series
Chart type options
Managing chart templates
Creating a spark line
Managing spark lines
Total number of topics in the module:12

Create graphics that get noticed

A little formatting to achieve maximum effect with shapes, text boxes, pictures etc...

Resizing a drawing object
Modifying a text box
Modifying a drawing
Formatting drawing
objects Managing pictures
Rotating and aligning objects
Stacking and grouping objects
Total number of topics in the module:7

Get clever (tips and tricks)

Choose the tips that fit what you do; not everyone will need all of these.

Simple conditions
Custom formats
Applying a conditional format
Managing conditional formats
Naming a range of cells
Validation criteria
Converting data
Creating a data series
Using cell ranges in functions

Summarising data with an outline
Custom views
Attaching a comment to a cell
Calculating with copied values
Total number of topics in the module:13

Level 3: Advanced

user *Learning advanced skills for Excel
2010*

Estimated time: 04:00

7 modules - 48 topics

Learn some new functionality

Find out about creating hyperlinks, converting workbooks, protecting workbooks and cells, managing and retrieving versions of your files,

Hyperlinks

Converting Excel

files Protecting

workbooks

Protecting specific cells

Versions and recovery of files

Total number of topics in the module:5

Pivot your data

They constitute one of the main advantages of a spreadsheet like Excel, so make full use of pivot tables.

You need to know: Pivot tables and pivot charts

Creating a pivot table

Modifying a pivot table

Selecting, copying, moving or deleting in a pivot table

Defining the layout and the presentation of a pivot table

Filtering and searching for data in a pivot table

Pivot charts

Total number of topics in the module:7

Find the right formula

How to calculate with text, dates, times, arrays, conditions... and also how to use tools like Solver.

Lookup functions

Text functions

Time calculations

Date calculations

Condition with AND, OR, NOT

Nested conditions

Conditional functions

Array formulas

Consolidation

Total number of topics in the module:9

Customise, bring up to date

Adapt the ribbon or the themes to suit your preferences, create and use your own templates, customise the workbook properties.

Creating and customising a theme

You need to know: Styles and templates

Creating and working with templates

Modifying and deleting templates

Workbook properties

You need to know: Customising the ribbon

Total number of topics in the module:6

Achieve expert status

Advanced commands for advanced users. You will also find here help with tools like the Solver, designed for specific types of calculation.

Detecting errors
Evaluating formulas
The Watch Window
Financial functions
Double entry data table
Goal seek
The Solver
Managing scenarios
Macros

Total number of topics in the module:9

Share and collaborate effectively

Excel proposes different solutions for a safe exchange of data: importing, exporting and publishing, sharing, merging, signing the data etc...

You need to know: Exporting data
Diffusing Excel data: PDF, XPS, e-mail and Web page
Importing data
Updating and managing imported data
Sharing a workbook
Tracking changes in a workbook
Merging workbooks
Finalising a workbook
Digital signatures

Total number of topics in the module:9

Find out more...

Tips on methodology, approaches to teamwork... skills that will help you optimise your use of Excel.

You need to know: The SharePoint site
You need to know: Sharing a document over the internet
You need to know: Best practice with a spreadsheet application

Total number of topics in the module:3