■ MS Excel 2010 - Training Course Outline

Action eBiz provides MS Excel 2010 training. We come right to your office or home!

- You complete courses in a fraction of the time, only pick the topics you need.
- You pick the time and duration of your training.
- Great for employees at different skill levels and different job functions.
- We cover Toronto, Mississauga, Oakville, Hamilton, GTA and SW Ontario.

Email us, call (905) 271 1119 or visit Action eBiz MS Excel 2010 training page for more information about onsite courses in Toronto, Mississauga and more…

■ MS Excel 2010: Training Level 1 - Introduction

Training Topic 1: Microsoft Excel basics
- The Excel interface
- The Excel 2010 program (new features)
- The workbook & Worksheet environment

Training Topic 2: Formatting a worksheet in Microsoft Excel
- Formatting a worksheet
- Number formats and text alignment
- Copying and pasting formats
- Special and custom formatting
- Conditional Formatting (New Features in Excel 2010)
- Using Comments in MS Excel

Training Topic 3: Entering data and navigating in a worksheet
- Entering and correcting data in MS Excel 2010
- Editing cell contents
- Saving a file
- Navigation and movement techniques (Ribbon in 2010)

Training Topic 4: Formulas & Functions in Microsoft Excel
- Creating Excel formulas (SUM, AVERAGE, MAX, MIN etc)
- Working with functions (Extra help in 2010)
- Absolute references in Excel formulas
- Creating & working with named ranges (Defined Names)

Training Topic 5: Moving and copying data
- Inserting rows and ranges in MS Excel 2010
- Moving data
- Copying data
- Using the Fill Series feature

Training Topic 6: Printing a worksheet
- Checking spelling in MS Excel
- Using the Print Preview command
- Printing a large worksheet
- Additional print options

Training Topic 7: Multiple worksheets
- Using a multiple-sheet workbook
- Outlining Spreadsheet Solutions

■MS Excel 2010: Training Level 2 - Intermediate

Training Topic 1: Creating charts
- Creating a chart sheet in MS Excel 2010.
- Creating an embedded chart
- Comparing chart sheets with embedded charts

Training Topic 2: Modifying charts in Microsoft Excel
- Chart types (Column, Bar, Line Charts, Scatter Charts, etc.)
- Modifying embedded charts
- Adding and deleting chart items
- Moving and sizing chart items

Training Topic 3: Formatting a chart
- Formatting chart text in MS Excel
- Formatting labels
- Formatting the chart
- Printing a chart sheet

Training Topic 4: Using graphic objects in Microsoft Excel
- Adding graphic objects
- Formatting graphic objects
- Using graphic objects to enhance worksheets and charts

Training Topic 5: Sorting data
- Single-level sorting in MS Excel 2010
- Multiple-level sorting
- Sorting options for Custom Sort (a non alphabetic sort)
- Design considerations

Training Topic 6: Filtering data in Microsoft Excel
- Filtering a list
- Custom criteria
- Multiple-condition criteria
- Managing a filtered list

Training Topic 7: Useful Functions (Or choose your own functions to cover)
- SUMIF to sum by label type
- SUMIFS Excel 2010 sum by multiple criteria
- SUBTOTAL function creates the formulas automatically

◼ MS Excel 2010: Training Level 3 - Advanced

Training Topic 1: Customizing the Work Area
- Using Custom Views
- Creating and Using Styles
- Using Templates
- Protecting Worksheets from changes

Training Topic 2: Advanced Formula Construction
- Using Names (named ranges) in formulas in MS Excel
- Best practices with named ranges
- Saving time with named ranges

Training Topic 3: Using Pivot Tables in Microsoft Excel
- Creating Pivot Tables for data analysis
- Modifying Pivot Tables
- Grouping and Summarizing Data in an Excel Pivot Table
- Creating Interactive Pivot Charts

Training Topic 4: Using the IF function in Microsoft Excel
- Using the IF Function
- Multiple IFs are possible when there are a range of answers needed
- Nesting IFs with AND & OR functions

Training Topic 5: Using the VLOOKUP & HLOOKUP in MS Excel
- Using the VLOOKUP Function for data automation
- How the VLOOKUP can work across files
- Using the HLOOKUP Function

Training Topic 6: IS function and Auditing Excel
- Using the IS Functions to check formulas
- Use the Auditing functions ISERROR to reduce clutter

Training Topic 7: Working with Multiple Worksheets
- Working with Workbooks
- Linking Cells in Different Workbooks
- Workbook Versus Links and Workspaces
- Sharing and Merging Workbooks
- Workbook Versus Links and Workspaces

Training Topic 8: Consolidating and Analyzing Data
- Consolidating Data from More Than One Worksheet
- Using links to summarize
- Using CONSOLIDATE functions
- Use a 3D formula in Excel 2010

Training Topic 9: Using Goal Seek & Solver
- Using the Goal Seek to give a solution
- Using Solver Utilities in MS Excel
- Using Scenario Manager to View a Worksheet with Different Input Values

Training Topic 10: Scenario Manager
- Using Scenario Manager to View a Worksheet with Different Input Values
- Creating a summary report from Scenario manager

Training Topic 11: Introduction to Macros in Microsoft Excel
- Running Excel Macros
- Recording a Macro

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Action eBiz: Please follow the links below for our other MS Excel training:
MS Excel 2013
MS Excel 2007

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