



Upgrading to Microsoft Excel 2010

One-Day Course

Windows

Course Overview:

This course is designed for experienced Excel 2003 users with knowledge of Excel at the Intermediate level or higher. This course will introduce you to the new and improved features in Excel 2010 to quickly bring you up to speed on this new version.

Course Content:

- Get acquainted with the new Excel 2010 interface.
- Compare the location of the Excel 2003 commands to those in Excel 2010.
- Use contextual menus and tabs.
- Understand the new Excel 2010 file format.
- Use the Live Preview feature.
- Use the Backstage view.
- Work with the increased limits that Excel now provides to create a worksheet and workbook.
- Use the Dialog Box launcher to see the traditional or Office 2003 style dialog box.
- Use the Zoom slider to get a close up view of your file or zoom out to see more of the page at a reduced size.
- Use the predefined themes, colour sets, font sets and effects to create a consistent and unified design within your workbook and across other Office applications.
- Use the Formula tab to quickly access all the Excel predefined formulas/functions.
- Use the Page Layout view to quickly get your data ready for printing.
- Identify trends in your data using the improved conditional formatting features.
- Use the improved sorting and filtering capabilities to analyze your data more efficiently.
- Use the improved chart layouts and styles to enhance your Excel charts making them more interesting and informative.
- Create a tiny chart in your worksheet cell to provide a visual representation of your data.
- Work with the improved pivot table and pivot chart features.
- Customize Excel 2010 using the Excel Options command.
- Customize the ribbon and the Quick Access Toolbar to better match your work style