



2100 Riverside Parkway  
Suite 119-505  
Lawrenceville, GA 30043  
Office: (800) 895-9080  
Fax: (866) 662-4206

[www.ehseminars.com/seminars](http://www.ehseminars.com/seminars)

**MICROSOFT® OFFICE EXCEL® 2010: LEVEL 1 .....2**

**MICROSOFT® OFFICE EXCEL® 2010: LEVEL 2 .....5**

**MICROSOFT® OFFICE EXCEL® 2010: LEVEL 3 .....7**

## Microsoft® Office Excel® 2010: Level 1

### Course Specifications

**Course number:** 084576

**Course length:** 1.0 day(s)

**Certification:** MOS: Microsoft Office Excel 2010 Exam 77–882

### Course Description

**Course Objective:** You will create and edit basic Microsoft Office Excel 2010 worksheets and workbooks.

**Target Student:** This course is designed for students who desire to gain the necessary skills to create, edit, format, and print basic Microsoft Office Excel 2010 worksheets.

**Prerequisites:** To be successful in this course, you should be familiar with using personal computers and you should have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. To ensure your success, we recommend you first take one of Element K's introductory Windows courses, such as either of the following, or have equivalent skills and knowledge:

- Windows XP Professional: Level 1
- Windows XP: Introduction

### Certification

This course is one of a series of Element K courseware titles that addresses Microsoft Office Specialist (MOS) certification skill sets. The MOS and certification program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products.

## Course Objectives

Upon successful completion of this course, students will be able to:

- create a basic worksheet by using Microsoft Excel 2010.
- perform calculations in an Excel worksheet.
- modify an Excel worksheet.
- modify the appearance of data within a worksheet.
- manage Excel workbooks.
- print the content of an Excel worksheet.

## Course Content

### Lesson 1: Getting Started with Excel

- Topic 1A:** Identify the Elements of the Excel Interface
- Topic 1B:** Navigate and Select Cells in Worksheets
- Topic 1C:** Customize the Excel Interface
- Topic 1D:** Create a Basic Worksheet

### Lesson 2: Performing Calculations in an Excel Worksheet

- Topic 2A:** Create Formulas in a Worksheet
- Topic 2B:** Insert Functions in a Worksheet
- Topic 2C:** Reuse Formulas

### Lesson 3: Modifying a Worksheet

- Topic 3A:** Edit Worksheet Data
- Topic 3B:** Find and Replace Data
- Topic 3C:** Manipulate Worksheet Elements

### Lesson 4: Modifying the Appearance of a Worksheet

- Topic 4A:** Apply Font Properties
- Topic 4B:** Add Borders and Colors to Cells
- Topic 4C:** Align Content in a Cell
- Topic 4D:** Apply Number Formatting
- Topic 4E:** Apply Cell Styles



2100 Riverside Parkway  
Suite 119-505  
Lawrenceville, GA 30043  
Office: (800) 895-9080  
Fax: (866) 662-4206

[www.ehseminars.com/seminars](http://www.ehseminars.com/seminars)

**Lesson 5: Managing an Excel Workbook**

**Topic 5A:** Manage Worksheets

**Topic 5B:** View Worksheets and Workbooks

**Lesson 6: Printing Excel Workbooks**

**Topic 6A:** Define the Page Layout

**Topic 6B:** Print a Workbook

**Appendix A: Microsoft Office Excel 2010 Exam 77–882**

## Microsoft® Office Excel® 2010: Level 2

### Course Specifications

**Course number:** 084577

**Course length:** 1.0 day(s)

### Course Description

**Course Objective:** You will use advanced formulas and work with various tools to analyze data in spreadsheets. You will also organize table data, present data as charts, and enhance the look and appeal of workbooks by adding graphical objects.

**Target Student:** This course is meant for those desiring to gain advanced skill sets necessary for calculating data using functions and formulas, sorting and filtering data, using PivotTables and PivotCharts for analyzing data, and customizing workbooks.

**Prerequisites:** Before starting this course, students are recommended to take the following Element K course or have equivalent knowledge: Microsoft® Office Excel® 2010: Level 1.

### Course Objectives

Upon successful completion of this course, students will be able to:

- use advanced formulas.
- organize worksheet and table data using various techniques.
- create and modify charts.
- analyze data using PivotTables, Slicers, and PivotCharts.
- insert and modify graphic objects in a worksheet.
- customize and enhance workbooks and the Microsoft Office Excel environment.

### Course Content

#### Lesson 1: Calculating Data with Advanced Formulas

**Topic 1A:** Apply Cell and Range Names

**Topic 1B:** Calculate Data Across Worksheets

**Topic 1C:** Use Specialized Functions

**Topic 1D:** Analyze Data with Logical and Lookup Functions

#### Lesson 2: Organizing Worksheet and Table Data

**Topic 2A:** Create and Modify Tables

**Topic 2B:** Format Tables

**Topic 2C:** Sort or Filter Data

**Topic 2D:** Use Functions to Calculate Data



2100 Riverside Parkway  
Suite 119-505  
Lawrenceville, GA 30043  
Office: (800) 895-9080  
Fax: (866) 662-4206

[www.ehseminars.com/seminars](http://www.ehseminars.com/seminars)

**Lesson 3: Presenting Data Using Charts**

**Topic 3A:** Create a Chart

**Topic 3B:** Modify Charts

**Topic 3C:** Format Charts

**Lesson 4: Analyzing Data Using PivotTables, Slicers, and PivotCharts**

**Topic 4A:** Create a PivotTable Report

**Topic 4B:** Filter Data Using Slicers

**Topic 4C:** Analyze Data Using PivotCharts

**Lesson 5: Inserting Graphic Objects**

**Topic 5A:** Insert and Modify Pictures and ClipArt

**Topic 5B:** Draw and Modify Shapes

**Topic 5C:** Illustrate Workflow Using SmartArt Graphics

**Topic 5D:** Layer and Group Graphic Objects

**Lesson 6: Customizing and Enhancing the Excel Environment**

**Topic 6A:** Customize the Excel Environment

**Topic 6B:** Customize Workbooks

**Topic 6C:** Manage Themes

**Topic 6D:** Create and Use Templates

## Microsoft® Office Excel® 2010: Level 3

### Course Specifications

**Course number:** 084578

**Course length:** 1.0 day(s)

### Course Description

**Course Objective:** You will automate some common Excel tasks, apply advanced analysis techniques to more complex data sets, troubleshoot errors, collaborate on worksheets, and share Excel data with other applications.

**Target Student:** This course was designed for students desiring to gain the skills necessary to create macros, collaborate with others, audit and analyze worksheet data, incorporate multiple data sources, and import and export data.

**Prerequisites:** To ensure your success, we recommend that you first take the following Element K courses or have equivalent knowledge:

- *Microsoft® Office Excel® 2010: Level 1*
- *Microsoft® Office Excel® 2010: Level 2*

### Course Objectives

Upon successful completion of this course, students will be able to:

- enhance productivity and efficiency by streamlining the workflow.
- collaborate with other workbook users.
- audit worksheets.
- analyze data.
- work with multiple workbooks.
- import and export data.
- integrate Excel data with the web.
- structure workbooks with XML.

## Course Content

### Lesson 1: Streamlining Workflow

- Topic 1A: Update Workbook Properties
- Topic 1B: Create a Macro
- Topic 1C: Edit a Macro
- Topic 1D: Apply Conditional Formatting
- Topic 1E: Add Data Validation Criteria

### Lesson 2: Collaborating with Other Users

- Topic 2A: Protect Files
- Topic 2B: Share a Workbook
- Topic 2C: Set Revision Tracking
- Topic 2D: Review Tracked Revisions
- Topic 2E: Merge Workbooks
- Topic 2F: Administer Digital Signatures
- Topic 2G: Restrict Document Access

### Lesson 3: Auditing Worksheets

- Topic 3A: Trace Cells
- Topic 3B: Troubleshoot Invalid Data and Formula Errors
- Topic 3C: Watch and Evaluate Formulas
- Topic 3D: Create a Data List Outline

### Lesson 4: Analyzing Data

- Topic 4A: Create a Trendline
- Topic 4B: Create Sparklines
- Topic 4C: Create Scenarios
- Topic 4D: Perform a What-If Analysis
- Topic 4E: Perform a Statistical Analysis with the Analysis ToolPak

### Lesson 5: Working with Multiple Workbooks

- Topic 5A: Create a Workspace
- Topic 5B: Consolidate Data
- Topic 5C: Link Cells in Different Workbooks
- Topic 5D: Edit Links

### Lesson 6: Importing and Exporting Data

- Topic 6A: Export Excel Data
- Topic 6B: Import a Delimited Text File



2100 Riverside Parkway  
Suite 119-505  
Lawrenceville, GA 30043  
Office: (800) 895-9080  
Fax: (866) 662-4206

[www.ehseminars.com/seminars](http://www.ehseminars.com/seminars)

**Lesson 7: Integrating Excel Data with the Web**

**Topic 7A:** Publish a Worksheet to the Web

**Topic 7B:** Import Data from the Web

**Topic 7C:** Create a Web Query

**Lesson 8: Structuring Workbooks with XML**

**Topic 8A:** Develop XML Maps

**Topic 8B:** Import and Export XML Data