**Excel 2010 - Level 2**

Course length: 6 hours

Prerequisites: Excel 2010 – Level 1 or equivalent knowledge

**What’s in Excel 2010 – Level 2?**

In Excel 2010 - Level 1, you created, edited, formatted, and printed basic spreadsheets. You now have a need to streamline repetitive tasks and display spreadsheet data in more visually effective ways. In this course, 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.

**Objectives**

Upon successful completion of this course, you 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.

**Outline**

**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

**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 Workbook