



## Microsoft® Office Excel® 2010: Level 2

### Course Overview

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

### Course Details

Class Duration	1 day
Course Price	\$200 per student. Special group pricing available.
Course Materials Provided	Student manual

### Prerequisites

Before starting this course, students are recommended to take the following course or have equivalent knowledge:

- Microsoft® Office Excel® 2010: Level 1

### Instructor

Your class is only as good as your instructor! In our industry, a very small percentage of people have both excellent teaching skills and technical experience. Pinnacle ProDev LLC hand picks a very limited number of instructors who have both of these abilities, as well as share our teaching philosophy. Generally, we've known these people for several years, and seen firsthand their classroom abilities. You'll quickly find that our instructors have not only great communications skills, but also a genuine interest in helping their participants succeed.

Pinnacle Professional Development LLC

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## Microsoft® Office Excel® 2010: Level 2 Course 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 Workbooks
- **Topic 6C:** Manage Themes
- **Topic 6D:** Create and Use Templates

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