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## Excel 2010 Course 5 Sessions -

17 Hours of Interactive Training

"In Excel 2003 we had greatly expanded a lot of the detail included in the course. In Excel 2007, it was a major overhaul in terms of the interface. So, we had to focus a lot on that, we added a few more formulas that we hadn't had before, and we also greatly expanded the conditional formatting section. In Excel 2010, the interface has been made just a little simpler and yet overall the capabilities have been enhanced- enabling us to put in more formulas and put a VBA section back in." In this course we will be covering all of the newest features of Excel 2010. Michael Meskers has loaded Excel 2010 with 100s of little tips and techniques that he teaches in "Plain English" that will allow you to increase efficiency and productivity in your day-to-day Excel use.

### Benefits

- 100s of tips and tricks to help you increase speed and efficiency
- In-depth explanation of all topics taught
- Learn all of the new and greatest features of Excel 2010

## Session 1

### Section A: Introduction

- Course Overview
- Excel 2010 Introduction
- Quick Access Toolbar
- Toolbar Customization
- Additional Customization Buttons

### Section B: Navigating Excel

- Ribbon Organization
- Function Grouping
- Multiple Function Access
- The Document Window
- Basic Navigation
- Workbook Options

### Section C: Excel 2010 Shortcuts

- Best Practice Guidelines
- Common Hot Keys
- Speed Keys
- Function Keys
- CTRL Keys
- ALT Keys
- Visible Speed Keys

### Section D: Creating

### Section E: Managing Worksheets

- Copying/  
Moving  
Worksheets
- Renaming  
Worksheets
- Inserting/  
Deleting  
Worksheets
- Hiding  
Worksheets

### Section F: Data Validation

- Range  
Criteria
- List Criteria
- Extending the  
List
- Input  
Message
- Validation  
Error Alerts
- Validation by  
Character

### Section G: Modifying Cell Content

- Copy/Paste  
Options
- Paste
- Inserting  
Columns
- Transporting  
Data
- Copy Cell  
Formatting
- Removing  
Duplicates

### Section H:

## About The Author

Michael Meskers is more than just a trainer. With a B.A., two Masters Degrees and fluency in six languages, Michael is highly adept at helping students understand the complexities of applications in many languages. With 19 years of combined experience as an investment banker, supervisor and manager for commercial airlines, Michael brings real-world experience into his instruction. Michael's clients include William H. Mercer Inc., Sanford Bernstein Inc., The New School University, Digi-Com Group and the Learning Annex. Michael also authored "The Learning Line: Windows Vista" published by J. Wiley & Sons Inc.

## and Manipulating Data

- Entering Data
- Auto Fill a Series
- Creating Custom Lists
- Fill Adjacent Cells
- Fill Non-Adjacent Cells
- Auto Fill on Multiple Sheets

## Changing Views

- Zoom
- Workbook Views
- Page Layout
- Freeze Panes
- Split Windows
- Viewing Multiple Windows

## Session 2

### Section A: Formatting Data

- Formatting Worksheets
- Cell/Font Color
- Background Images
- Watermarks
- Worksheet Tab Color

### Section B: Formatting Numbers

- Modifying Cell Formats
- Format Painter
- Date Formatting
- Formatting Multiple Cells
- Numerical Cell Values
- Special Formats

### Section C: Formatting Text and Tables

- Formatting Fonts / Fills
- Cell Height/Width
- Noncompatible Commands
- Cell Alignment
- Inserting Comments
- Merge and Center
- Tables

### Section D: Understanding Formulas

- Operations
- Arithmetic Operations
- Additional Operation Symbols
- SUM Function
- Ranges in Functions
- AutoSum
- Average
- Min/Max Functions
- Count Formula

- AutoCalculate
- Modifying AutoCalculate
- Copying Formulas
- Cell Multiplication
- Relative Cell References
- Absolute Cell References

## Session 3

### Section A: Referencing Formulas

- Totaling Multiple Sheets
- AutoFit Multiple Cells
- Linked Formulas
- Grand Totals
- Sparkline Graphics
- Sparkline Colors
- Consolidation
- Consolidating Data
- Linking to Source Data
- Hierarchical Outline
- Consistency

### Section B: Ranges and Dates

- Naming Ranges
- Adding Named Ranges
- Dates
- Date Speed Keys
- Formula Calculations
- Formula Auditing
- The Watch

### Section E: Using Nested Formulas

- Nested Formulas
- Absolute Numbers
- Nested Absolutes
- Nested Formula Logic
- FIND
- INDIRECT
- ROW/COL

### Section F: Conditional Logic

- The IF Formula
- The IF Statement
- Nested IF
- Nested IF Syntax

### Section G: More Conditional Logic

- Insert Wizard
- AND
- OR
- NOT
- IFERROR
- SUMIF / AVERAGEIF / COUNTIF
- SUMIFS
- AVERAGEIFS

- Window
- Formula Evaluation

- COUNTIFS

### **Section C: Subtotals**

- Using Subtotals
- Subtotal Options
- Using Data Hierarchy
- Selecting Visible Data

### **Section D: Using VLOOKUP**

- VLOOKUP
- VLOOKUP Type I
- VLOOKUP's Three Arguments
- VLOOKUP Type I Methodology
- VLOOKUP Type II

## **Session 4**

### **Section A: Financial Formulas**

- Working with Financial Formulas
- Future Value Function
- Function Categories
- Calculating Interest Rate
- Calculating Total Payment
- Calculating Monthly Payment
- Using Goal Seek

### **Section E: Introduction to Charts**

- Charts
- Chart Types
- Instant Chart
- Updating Charts
- Add Secondary Y/ Value Axis
- Adding Data Labels
- Fill
- Picture Fill
- Line/Scatter Charts

## Section B: What-If Functions

- Solver Add-in
- Using Solver
- Constraints
- Reports
- Comparing Options
- Scenario Manager
- Scenario Report
- Data Tables
- Applying Data Tables
- Comparing Data Tables

## Section C: Working with Text Formulas

- Concatenate
- Text to Columns
- Extraction Formulas
- Combining with Previous Formulas
- UPPER/ LOWER/ PROPER
- Converting Formulas with Function Keys

## Section D: Paste Special

- Pasting Values
- Pasting Formats
- Quick Multiplication
- Addition
- TRIM
- Substitute

## Section F: Formatting Charts

- Chart Styles
- 3-D Charts
- Quick Layouts
- Formatting Chart Labels
- Layout
- Chart Title
- Legends

## Section G: Conditional Formatting

- Conditional Formatting Options
- Selecting Cells to Format
- Top/Bottom Rules
- Data Bars/ Color Scales/ Icon Sets
- Managing Rules
- Wildcards
- Alternative Row Shading via Formulas

## Section H: Adding Graphics to Spreadsheets

- Inserting Pictures
- Modifying Pictures
- Inserting Shapes
- Inserting SmartArt
- Modifying SmartArt
- Themes

## Session 5

### Section A: Outlining, Sorting, and Filtering

- Grouping
- Ungrouping
- Sorting Data
- Sorting Levels
- Filtering Data
- Selecting Filtered Rows
- Advanced Filtering

### Section B: PivotTables and PivotCharts

- PivotTables
- Creating PivotTables
- PivotTable Layout
- Defaults
- Updating/Modifying Data
- Calculated Fields
- Calculated Items
- Filtering PivotTables
- Slicer
- PivotCharts

### Section C: Protecting Data

- Locking Cells
- Protect Workbook
- Hiding Cells
- Hiding Worksheets

### Section D: Introduction to Backstage

### Section E: Collaboration

- Sharing Documents
- Sharing Workbooks
- Protecting Shared Workbooks
- Tracking Changes
- Accept/Reject Changes
- Information Rights Management
- Document Signature
- Mark as Final

### Section F: Saving Workbooks

- Save as Previous Version
- File Sharing with Previous Excel Version
- Customization/Compatibility
- Excel Options
- Templates
- Opening/Deleting Templates
- Save as a Web Page
- Single File Web Page

### Section G: Printing Workbooks

- Page Orientation
- Margins
- Print Area/Page Breaks
- Page Sailing
- Headers/

- Document Properties
- Titles/Tags/ Categories
- Related Dates / People
- Formatting Comments
- Document Inspector
- Sparklines/ Slicer
- Compatibility Checker
- Document Inspection

- Footers
- Row/Column Headings
- Other Print Options

## **Section H: Macros with VB for Applications**

- Macros
- Recordable Macros
- Non-Recordable Macros
- Creating a Macro
- Naming Macros
- Shortcut Keys
- Storage Options
- Recording a Macro
- Testing Macros
- Editing Macros with Visual Basic
- Testing Edited Macros
- Relative Reference Macros
- Assigning Buttons to Macros
- Modifying Button Icons
- Macro-Enabled Workbooks
- Save Workspace