

**Microsoft® Office Excel® 2010: Transition from Excel 2003 (First Look)**

**Course length:** 0.5 day(s)

**Course Description**

**Course Objective:** You will use the new and enhanced features in Microsoft Office Excel 2010.

**Target Student:** This course is designed for experienced Excel users who have worked with earlier versions of Microsoft Office Excel, ideally Microsoft Office Excel 2003, and who are planning to upgrade to Microsoft Office Excel 2010.

**Prerequisites:** Students must have prior knowledge of Microsoft Office Excel 2003 or Excel XP on the Windows operating system.

**Course Objectives**

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

- Identify the elements of the Microsoft Office Excel 2010 environment.
- Organize data in Excel worksheets.
- Analyze Excel data by sorting, filtering, and conditionally formatting it.
- Present Excel data using charts, illustrations and PivotTables.
- Use Office Web Apps.

## **Course Content**

### **Lesson 1: Identifying the Elements of the Excel 2010 Environment**

**Topic 1A:** Identify the User Interface Elements

**Topic 1B:** Identify the Ribbon Components

**Topic 1C:** Use Contextual Tabs

**Topic 1D:** Use Excel Galleries

**Topic 1E:** Customize the Excel Interface

### **Lesson 2: Organizing Data**

**Topic 2A:** Identify the Enhancements to Excel 2010 Spreadsheets

**Topic 2B:** Insert Tables

**Topic 2C:** Format Tables

### **Lesson 3: Analyzing Data**

**Topic 3A:** Apply Conditional Formatting

**Topic 3B:** Sort Data in a Spreadsheet

**Topic 3C:** Filter Data in a Spreadsheet

**Topic 3D:** Apply a Formula

### **Lesson 4: Presenting Data**

**Topic 4A:** Create Charts

**Topic 4B:** Format Charts

**Topic 4C:** Work with Illustrations

**Topic 4D:** Create PivotTables and PivotCharts

**Topic 4E:** Share Excel Charts

**Topic 4F:** Save Data in Compatible Formats

### **Lesson 5: Using Office Web Apps**

**Topic 5A:** Save Excel Spreadsheets to the Web

**Topic 5B:** Access and Work with Spreadsheets on the Web

### **Appendix A: New Features in Microsoft Office Excel 2010**

### **Appendix B: Enhanced File and Compatibility Features in Microsoft Office Excel 2010**

### **Appendix C: Link Formatting in Tablet PCs**

### **Appendix D: Mobile Features**