



REAL WORLD
TECHNOLOGY TRAINING & SOLUTIONS
"Training You Can Really Use"

Microsoft® Office Excel® 2010: Part 2

Duration: 1 Day

Method: Instructor-Led Training (ILT) | Live Online Training

Certification: Microsoft Office Specialist (MOS): Excel 2010 —
Exam: 77-882 & **Expert Exam:** 77-888

Course Description

The ability to analyze massive amounts of raw data, extract actionable intelligence from it, and present that information to decision-makers is the cornerstone of a successful organization that can compete at a high level. Microsoft Excel enables knowledgeable users to excel in these tasks. This is exactly what this course aims to help participants with. It also builds upon the foundational knowledge presented in the previous level course as well as help participants start down the road to creating advanced workbooks and worksheets that can help deepen their organizational intelligence.

Target Audience

This course is intended for:

- Persons who wish to begin taking advantage of some of the higher-level functionality in Excel to analyze and present data.
- Persons who wish to prepare for either of the certification exams.

Prerequisites

To attend this course, candidates must have:

- The equivalent knowledge and experience:
 - *Microsoft Office Excel 2010: Part 1*



Exam Details

Exam Code:	• 77-888
Length of Exam:	• 90 Minutes
Number of Questions:	• 40-60
Passing Score:	• 70%
Question Format:	• Multiple Choice and Multi-Response

Course Objectives

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

- Customize the Excel environment.
- Create advanced formulas.
- Analyze data by using functions and conditional formatting.
- Organize and analyze datasets and tables.
- Visualize data by using basic charts.
- Analyze data by using PivotTables, slicers, and PivotCharts.

Course Topics

Module 1: Customizing the Excel Environment

- Configure Excel Options
- Customize the Ribbon and the Quick Access Toolbar
- Enable Excel Add-Ins

Module 2: Creating Advanced Formulas

- Use Range Names in Formulas
- Use Specialized Functions
- Use Array Formulas

Module 3: Analyzing Data with Functions and Conditional Formatting

- Analyze Data by Using Text and Logical Functions
- Apply Advanced Conditional Formatting



Course Topics *Continued*

Module 4: Organizing and Analyzing Datasets and Tables

- Create and Modify Tables
- Sort Data
- Filter Data
- Use SUBTOTAL and Database Functions

Module 5: Visualizing Data with Basic Charts

- Create Charts
- Modify and Format Charts

Module 6: Analyzing Data with PivotTables, Slicers, and PivotCharts

- Create a PivotTable
- Analyze PivotTable Data
- Present Data with PivotCharts
- Filter Data by Using Slicers

Appendix A: Financial Functions

Appendix B: Date and Time Functions

Appendix C: Working with Graphical Objects

Appendix D: Microsoft Office Excel 2010 Exam 77-882

Appendix E: Microsoft Office Excel 2010 Expert Exam 77-888

ACTIVITIES INCLUDED