Microsoft® Office Excel® 2010: Part 3

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

This course aims to help participants use Microsoft Excel to do more for them. There is no wasting time scouring over workbooks to resolve issues or performing repetitive, monotonous tasks. They can focus on what is important: staying ahead of the competition. This course builds off of the foundational and intermediate knowledge presented in the previous two-level courses so that participants can get the most out of their Excel experience. The ability to collaborate with colleagues, automate complex or repetitive tasks, and use conditional logic to construct and apply elaborate formulas and functions will put the full power of Excel right at their fingertips. The more participants learn about how to use Excel to do the hard work for them, the more they'll be able to focus on getting the answers they need from the vast amounts of data their organization generates.

Target Audience

This course is intended for:
- Experienced Excel users who have a desire or need to advance their skills in working with some of the more advanced Excel features.
- Persons who wish to prepare for either of the certification exams.

Prerequisites

To attend this course, candidates must have:
- *Microsoft Office Excel: Part 1*
- *Microsoft Office Excel: Part 2*

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:
- Work with multiple worksheets and workbooks simultaneously.
- Share and protect workbooks.
- Automate workbook functionality.
- Apply conditional logic.
- Audit worksheets.
- Use automated analysis tools.
- Present your data visually.

Course Topics

Module 1: Working with Multiple Worksheets and Workbooks Simultaneously
- Use 3-D References
- Use Links and External References
- Consolidate Data

Module 2: Sharing and Protecting Workbooks
- Collaborate on a Workbook
- Protect Worksheets and Workbooks

Module 3: Automating Workbook Functionality
- Apply Data Validation
- Work with Forms and Controls
- Work with Macros

Course Topics *Continued*

Module 4: Applying Conditional Logic
- Use Lookup Functions
- Combine Functions
- Use Formulas and Functions to Apply Conditional Formatting

Module 5: Auditing Worksheets
- Trace Cells
- Search for Invalid Data and Formulas with Errors
- Watch and Evaluate Formulas

Module 6: Using Automated Analysis Tools
- Determine Potential Outcomes by Using Data Tables
- Determine Potential Outcomes by Using Scenarios
- Use the Goal Seek Feature
- Activate and Use the Solver Tool
- Analyze Data with Analysis ToolPak Tools

Module 7: Presenting Your Data Visually
- Use Advanced Chart Features
- Create Sparklines

Appendix A: Cube Functions

Appendix B: Import and Export Data

Appendix C: Microsoft Office Excel 2010 Exam 77-882

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

ACTIVITIES INCLUDED

Microsoft Partner