



RGB Technology Training Center Certified Microsoft Office Specialist (CMOS)

Microsoft Office 2010 Excel Intermediate

Course Format: Instructor-Led

Course Hours: 9 Hours

Course Description

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

Target Student: 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.

Prerequisites: Before starting this course, students are recommended to take the following course or have equivalent knowledge: Microsoft Office Excel 2010: Introduction.

Course Objectives

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

- ❖ Use advanced formulas.
 - ❖ Organize worksheet and table data using various techniques.
 - ❖ Create and modify charts.
 - ❖ Analyze data using PivotTables, Slicers, and PivotCharts.
 - ❖ Insert and modify graphic objects in a worksheet.
 - ❖ Customize and enhance workbooks and the Microsoft Office Excel environment
-

Course Content

Lesson 1: Calculating Data with Advanced Formulas

- ❖ Apply Cell and Range Names
- ❖ Calculate Data Across Worksheets
- ❖ Use Specialized Functions
- ❖ Analyze Data with Logical and Lookup Functions

Lesson 2: Organizing Worksheet and Table Data

- ❖ Create and Modify Tables
- ❖ Format Tables
- ❖ Sort or Filter Data
- ❖ Use Functions to Calculate Data

Lesson 3: Presenting Data Using Charts

- ❖ Create a Chart
- ❖ Modify Charts
- ❖ Format Charts

Lesson 4: Analyzing Data Using PivotTables, Slicers, and PivotCharts

- ❖ Create a PivotTable Report
- ❖ Filter Data Using Slicers
- ❖ Analyze Data Using PivotCharts

Lesson 5: Inserting Graphic Objects

- ❖ Insert and Modify Pictures and ClipArt
- ❖ Draw and Modify Shapes
- ❖ Illustrate Workflow Using SmartArt Graphics
- ❖ Layer and Group Graphic Objects

Lesson 6: Customizing and Enhancing the Excel Environment

- ❖ Customize the Excel Environment
- ❖ Customize Workbooks