

## Microsoft Excel 2010 Expert Certification

**Course Code: MSEXC10E; Three days; Instructor-Led**

Courseware 3244-1

Exam 77-888

### Course Description

*Microsoft® Excel® 2010 Expert* teaches the information worker how to work with different types of documents using a variety of core and intermediate features to create and edit professional-looking spreadsheets for a variety of purposes and situations. Some topics may appear to be basic skill sets but are discussed in more detail, exploring at a higher level different options that can be chosen or applied for that skill set.

Students who complete this course will have reviewed all of the exam objectives and be on their way to preparing for Microsoft Excel 2010 Expert Exam #77-888.

### Course Series

This *Microsoft Excel 2010 Expert* courseware is one of nine courses in CCI's Microsoft Office Specialist 2010 series. Other courses available in the series include:

- Word 2010 Core
- Excel 2010 Core
- Access 2010
- PowerPoint 2010
- Outlook 2010
- Word 2010 Expert
- Excel 2010 Expert
- SharePoint 2010

Instructor Resources are available and are produced specifically to help and assist an instructor in preparing to deliver the course using the CCI materials. Contact your coordinator or administrator, or call your CCI Account Manager for information on how to access these resources.

### Course Prerequisites

This course assumes that students have completed the *Microsoft Excel 2010 Specialist* course or have equivalent Excel knowledge and experience.

- |   |  |
|---|--|
| <input type="checkbox"/> Manage the worksheet environment | <input type="checkbox"/> Apply formulas and functions          |
| <input type="checkbox"/> Create cell data                 | <input type="checkbox"/> Present data visually                 |
| <input type="checkbox"/> Format cells and worksheets      | <input type="checkbox"/> Share worksheet data with other users |
| <input type="checkbox"/> Manage worksheets and workbooks  | <input type="checkbox"/> Analyze and organize data             |

### Course Objectives

This course book teaches the skills you will need to successfully complete the Excel 2010 Expert exam. You will use Excel to create and edit professional-looking spreadsheets for a variety of purposes and situations. As you begin to build your skills, you will then create a variety of workbooks as well as explore different ways to share the information with internal and external customers.

After completing this course, you will be able to:

- customize chart elements
- create and use sparklines
- create trendline charts
- create and apply chart templates
- create a table and modify it
- use dynamic charts

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- create, modify, and delete a workbook template
- import from and export to XML data files
- create XML schema and XML maps
- create a shared workbook
- track and merge changes on shared workbooks
- protect worksheets and workbooks
- define what a function is
- use the correct syntax for functions
- insert and use various functions
- convert data types
- use the Error Checking Tool
- trace formula errors
- use the evaluate formula
- set up a what-if scenario
- use the Goal Seeking and Solver tools
- create a data table
- use the Analysis ToolPak
- use array formulas
- outline and group data
- use advanced filtering
- create and use PivotTables and PivotCharts
- use the Slicer with a PivotTable
- use cube functions
- create and activate a macro
- edit a macro
- add a macro to the Quick Access Toolbar
- add form controls to a worksheet
- display and edit form control properties
- create and use data validation
- create and use pick lists
- circle invalid data
- remove duplicate rows
- set advanced Excel options

## **About This Courseware**

Courseware Description  
Course Design  
Course Objectives  
Conventions and Graphics

### **Lesson 1: Presenting Data Visually**

Lesson Objectives  
Customizing Charts  
Using Sparklines  
Creating and Using Chart Templates  
Using Trendlines  
Using Custom Cell Formats  
Using Tables  
Using Dynamic Charts  
Lesson Summary  
Review Questions

### **Lesson 2 - Sharing and Protecting Workbooks**

**Lesson Objectives**  
Working with Templates  
Using XML  
Workgroup Functions  
Protecting Your Workbook  
Lesson Summary  
Review Questions

### **Lesson 3 - Applying Formulas and Functions**

Lesson Objectives  
What are Functions?  
Using Math and Trigonometric Functions  
Using Statistical Functions  
Working with Financial Functions  
Using Logical Functions  
Using Date and Time Functions  
Using Text Functions  
Using Information Functions  
Converting Data Types  
Using Advanced Functions  
Auditing a Worksheet  
Lesson Summary  
Review Questions

### **Lesson 4 - Data Analysis**

Lesson Objectives  
What-If Analysis  
Using the Goal Seek Tool  
Using the Solver  
Using a Data Table  
Working with Scenarios  
Analysis ToolPak  
Using Array Formulas  
Outlining  
Advanced Filtering

Using PivotTables  
Using the Data Slicer with a PivotTable  
Using Slicers on External Data Connections  
Using Cube Functions  
Lesson Summary  
Review Questions

### **Lesson 5 - Macros, Forms, and Data Consolidation**

Lesson Objectives  
Macros  
Adding Form Controls  
Data Validation  
Using Pick Lists  
Circling Invalid Data  
Removing Duplicate Rows  
Setting Advanced Excel Options  
Lesson Summary  
Review Questions

### **Appendices**

Appendix A: Courseware Mapping  
Appendix B: Glossary of Terms  
Appendix C: Index