

Excel 2010

Level 2A - Class Notes

Excel 2010 Online Training

Presented by



*There is a pre-requisite for this course, please read it on the next page and be sure you meet the criteria.

Pre-requisite for this course

The time requirements for this class mean that the instructor will be unable to review material covered in previous classes. Learners may wish to take an earlier level class before participating in this one if they do not meet the following criteria:

Learners should:

- **Know how to use the fill handle/auto-fill**
- Know how to navigate an excel spreadsheet & use basic selection techniques
- Know how to copy, cut, and paste
- Understand basic excel/spreadsheet terminology

Course Objectives

- Using multiple workbooks
- Using multiple worksheets
- Linking worksheets
 - Creating 3-D formulas
 - Watch window
- Linking workbooks
- Consolidating data
- Using functions to format text
- Web features
 - Creating hyperlinks
 - Saving as web page
- Saving as other formats

Using multiple worksheets & workbooks

- Opening multiple workbooks all at once
 - Press CTRL and click on multiple workbooks
- Switching between workbooks
 - Taskbar, Alt + Tab, Ctrl + Tab, Switch windows
- Inserting worksheets
 - Home Tab/Insert, Insert button, Right-click
- Moving & Copying worksheets
 - Right-click, Checkmark in Create a Copy
 - Drag the worksheets to move them
- Deleting worksheets
 - Right-click the tab and delete
- Arranging workbooks
 - Arrange All
- Saving workspaces

Linking Workbooks/Worksheets

- Creating 3-D formulas to link worksheets
 - Open Regional Sales.xlsx
 - Group the worksheets together
 - Ungroup the worksheets
 - Start the AutoSum on the Overall Sales worksheet
 - Group the N, S, E, W worksheets and select cell(s)
 - Press Enter
- Using the watch window
 - Formulas Tab, watch window
- Creating links between workbooks
 - Open Regional Sales.xlsx & Profit and Loss.xlsx
 - Observe the links in the Profit and Loss workbook
 - Create a link between Regional Sales and P&L
 - Data tab, edit links to change source

Text Functions

- Formatting text using functions (Shirts.xls)
 - Proper
 - Upper
 - Lower

Web Functions/Saving in Other Formats

- Creating hyperlinks
- Saving as a web page
- Saving as other formats

Follow-up Classes

- Excel 2010 – Level 2B
 - Examining lists
 - Convert text to columns
 - Special & Custom number formats
 - Advanced formatting
 - Outlining & Subtotals
 - Advanced charting
- Excel 2010 – Level 2C
 - Working with styles & themes
 - Naming ranges/managing names
 - Commenting
 - Auditing (troubleshooting formulas)
 - Protecting workbooks, worksheets, cells
 - Working with templates