

## Department of Corporate Training

### Microsoft Office Excel 2010 Level 2

*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.*

*This series of hands on classes provide an introduction to the following features:*

- *Calculating Data with Advanced Formulas*
- *Organizing Worksheet and Table Data*
- *Presenting Data Using Charts*
- *Analyzing Data Using PivotTables, Slicers, and PivotCharts*
- *Inserting Graphic Objects*
- *Customizing and Enhancing the Excel Environment*

#### **Learning Outcome:**

**At the end of the 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*

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**Dates: TBA**

**Textbook:**  
*Microsoft Office Excel 2010 Level 2*

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