



Microsoft Office Excel 2010: New Features

Overview: Students will learn to use the new and enhanced features in Microsoft Office Excel 2010

Prerequisites: This course is designed for experienced Excel users who have worked with earlier versions of Microsoft Office Excel, ideally Microsoft Office Excel 2003.

Course Length: One-Half Day

Course Content

Lesson 1: Identifying the Elements of the Excel 2010 Environment

- Identify the User Interface Elements
- Identify the Ribbon Components
- Use Contextual Tabs
- Use Excel Galleries
- Customize the Excel Interface

Lesson 2: Organizing Data

- Identify the Enhancements to Excel 2010 Spreadsheets
- Insert Tables
- Format Tables

Lesson 3: Analyzing Data

- Apply Conditional Formatting
- Sort Data in a Spreadsheet
- Filter Data in a Spreadsheet
- Apply a Formula

Lesson 4: Presenting Data

- Create Charts
- Format Charts
- Work with Illustrations
- Create PivotTables and PivotCharts
- Share Excel Charts
- Save Data in Compatible Formats

Lesson 5: Using Office Web Apps

- Save Excel Spreadsheets to the Web
- Access and Work with Spreadsheets on the Web

Appendix A: New Features in Microsoft Office Excel 2010

Appendix B: Enhanced File and Compatibility Features in Microsoft Office Excel 2010

Appendix C: Link Formatting in Tablet PCs

Appendix D: Mobile Features