

Course outline: Excel Workshop: Microsoft Office Excel 2010

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Note: Book is not required to participate in the course. You will be downloading files from the website to work along in the course. A USB drive is recommended if you utilize computers in the lab which will have Office 2010 on the systems. Files will be downloaded from student data files link.

Exploring Microsoft Office Excel 2010 Comprehensive

http://wps.prenhall.com/bp_exploring_excel_2010_comp/

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Chapter 1 - Introduction to Excel

Section 1: Introduction to Spreadsheets

Planning for Effective Workbook and Worksheet Design

Exploring the Excel Window

Entering and Editing Cell Data

HANDS-ON EXERCISE 1: Introduction to Spreadsheets

Section 2: Mathematics and Formulas

Using Symbols and the Order of Precedence

Using Auto Fill

Displaying Cell Formulas

HANDS-ON EXERCISE 2: Mathematics and Formulas

Section 3: Workbook and Worksheet Enhancements

Managing Worksheets

Managing Columns and Rows

Selecting, Moving, Copying, and Pasting

HANDS-ON EXERCISE 3: Workbook and Worksheet Management

Section 4: Page Setup and Printing

Selecting Page Setup Options

Printing a Worksheet

HANDS-ON EXERCISE 5: Page Setup and Printing

Chapter 2 - Microsoft Excel: Formulas and Functions

Section 1: Formula Basics

Using Semi-Selection to Create a Formula

Using Relative, Absolute, and Mixed Cell References in Formulas

Avoiding Circular References

HANDS-ON EXERCISE 1: Formula Basics

Section 2: Function Basics

Inserting a Function

Totaling Values with the SUM Function

Inserting Basic Statistical Functions

Using Date Functions

HANDS-ON EXERCISE 2: Function Basics

Section 3: Logical, Lookup and Financial Functions

Determining Results with the IF Function

Using Lookup Functions

Calculating Payments with the PMT Function

HANDS-ON EXERCISE 3: Logical, Lookup, and Financial Functions

Section 4: Range Names

Creating and Maintaining Range Names

Using Range Names in Formulas

HANDS-ON EXERCISE 4: Range Names

Chapter 3 - Microsoft Excel: Charts

Section 1: Chart Basics

Deciding Which Chart Type to Create

Creating a Chart

HANDS-ON EXERCISE 1: Chart Basics

Section 2: Chart Design

Changing the Chart Type

Changing the Data Source and Structure

Applying a Chart Layout and a Chart Style

Moving a Chart

Printing Charts

Inserting and Customizing a Sparkline

HANDS-ON EXERCISE 2: Chart Design

Section 3: Chart Layout

Selecting and Formatting Chart Elements

Customizing Chart Labels

Formatting the Axes and Gridlines

Adding a Trendline

HANDS-ON EXERCISE 3: Chart Layout

Chapter 4: Microsoft Excel: Datasets and Tables

Section 1: Large Datasets

Freezing Rows and Columns

Printing Large Datasets

HANDS-ON EXERCISE 1: Large Datasets

Section 2: Excel Tables

Understanding Table Design

Creating a Table

Applying a Table Style

HANDS-ON EXERCISE 2: Excel Tables

Section 3: Table Manipulation and Aggregation

Sorting Data

Filtering Data

Using Structured References and a Total Row

HANDS-ON EXERCISE 3: Table Manipulation and Aggregation

Section 3b: Conditional Formatting

Applying Conditional Formatting

Creating a New Rule

Sorting and Filtering Using Conditional Formatting

HANDS-ON EXERCISE 3: Conditional Formatting

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*****Time permitting the following will be covered (access available via myitlab)**

Chapter 5: Subtotals, PivotTables and Pivot Charts

CHAPTER FIVE + Subtotals, PivotTables, and PivotCharts

OUTLINES AND SUBTOTALS

Grouping and Ungrouping Data

Subtotaling Data

HANDS-ON EXERCISE 1: Outlines and Subtotals

PIVOTTABLE BASICS

Creating a PivotTable

Changing the Values Field

Modifying a PivotTable

HANDS-ON EXERCISE 2: PivotTable Basics

PIVOTTABLE OPTIONS

Sorting, Filtering, and Slicing a PivotTable

Creating a Calculated Field

HANDS-ON EXERCISE 3: PivotTable Options

PIVOTTABLE DESIGN AND PIVOTCHARTS

Formatting a PivotTable

Creating a PivotChart

HANDS-ON EXERCISE 4: PivotTable Design and PivotCharts

CHAPTER SIX + What-If Analysis

ONE- AND TWO-VARIABLE DATA TABLES

Creating a One-Variable Data Table

Creating a Two-Variable Data Table

HANDS-ON EXERCISE 1: One- and Two-Variable Data Tables

GOAL SEEK AND SCENARIO MANAGER

Identifying an Input Value with Goal Seek

Using Scenario Manager

Generating Scenario Summary Reports

HANDS-ON EXERCISE 2: Goal Seek and Scenario Manager

SOLVER

Loading the Solver Add-In

Optimizing Results with Solver

HANDS-ON EXERCISE 3: Solver

CHAPTER SEVEN + Specialized Functions

MATH AND STATISTICAL FUNCTIONS

Using Conditional Math and Statistical Functions

Calculating Relative Standing with Statistical Functions

HANDS-ON EXERCISE 1: Math and Statistical Functions

LOGICAL AND LOOKUP FUNCTIONS

Creating a Nested Logical Function

Using MATCH and INDEX Lookup Functions

HANDS-ON EXERCISE 2: Logical and Lookup Functions

DATABASE FILTERING AND FUNCTIONS

Using Advanced Filtering

Manipulating Data with Database Functions

HANDS-ON EXERCISE 3: Database Filtering and Functions

FINANCIAL FUNCTIONS

Creating a Loan Amortization Table

Performing Other Financial Calculations

HANDS-ON EXERCISE 4: Financial Functions

CHAPTER EIGHT + Multiple-Sheet Workbook Management

MULTIPLE WORKSHEETS

Working with Grouped Worksheets

Managing Windows and Workspaces

Inserting Hyperlinks

HANDS-ON EXERCISE 1: Multiple Worksheets

3-D FORMULAS AND LINKED WORKBOOKS

Inserting a 3-D Formula

Linking Workbooks

HANDS-ON EXERCISE 2: 3-D Formulas and Linked Workbooks

FORMULA AUDITS AND DATA VALIDATION

Auditing Formulas

Setting Up a Watch Window

Validating Data

HANDS-ON EXERCISE 3: Formula Audits and Data Validation

CHAPTER NINE + Imports, Web Queries, and XML

EXTERNAL DATA

Importing Data from External Sources

Creating a Web Query

Managing Connections

HANDS-ON EXERCISE 1: External Data

TEXT MANIPULATION

Converting Text to Columns

Manipulating Text with Functions

HANDS-ON EXERCISE 2: Text Manipulation

XML

Understanding XML Syntax

Importing XML Data into Excel

HANDS-ON EXERCISE 3: XML

CHAPTER TEN + Collaboration and Workbook Distribution

CUSTOMIZATION AND PERSONALIZATION

Customizing Excel

Changing Properties

HANDS-ON EXERCISE 1: Customization and Personalization

COLLABORATION

Sharing and Merging Workbooks

Inserting Comments

Tracking Changes

HANDS-ON EXERCISE 2: Collaboration

WORKBOOK INFORMATION

Checking for Issues

Protecting a Workbook

HANDS-ON EXERCISE 3: Workbook Information

WORKBOOK DISTRIBUTION

Saving a Workbook in Different Formats

Sending a Workbook to Others

HANDS-ON EXERCISE 3: Workbook Distribution

CHAPTER ELEVEN + Templates, Styles, and Macros

TEMPLATES, THEMES, AND STYLES

Selecting a Template

Applying Themes and Backgrounds

Applying Cell Styles

HANDS-ON EXERCISE 1: Templates, Themes, and Styles

CUSTOM TEMPLATES AND WORKBOOK PROTECTION

Creating and Using a Template

Protecting a Cell, a Worksheet, and a Workbook

HANDS-ON EXERCISE 2: Custom Templates and Workbook Protection

MACROS

Creating a Macro

Creating Macro Buttons

Setting Macro Security

HANDS-ON EXERCISE 3: Macros