Excel 2010

1. Getting Started

Exploring three common uses for Excel

Touring the interface

Finding the commands you need

Using Backstage view or the File tab

Maintaining file compatibility

2. Worksheet Basics

Creating a worksheet

Techniques for copying and pasting

Entering data automatically with Auto Fill

Targeting large data groups

Changing a worksheet's structure

3. Excel Formula Basics

Understanding formulas and functions

Entering data in a worksheet

Adding numbers manually

Adding numbers using Sum and AutoSum

Adding a whole worksheet

Working with numbers in columns

Preventing errors using absolute references

Working with times and dates

Using IF

Using SUMIF and AVERAGEIF

Naming and using cell ranges

4. Essential Formatting

Formatting numbers and dates

Applying fonts, background colors, and borders

Adjusting columns, rows, and text

Using conditional formatting

Using custom conditional formatting

Adding pictures and shapes

5. Advanced Formatting

Inserting SmartArt

Coordinating a look using themes

Applying built-in styles

Creating and sharing styles

Using templates

Creating and using original templates

6. Printing Preparation

Making the pieces fit

Inserting headers and footers

Printing and PDFs

7. Large Excel Projects

Finding and replacing data

Freezing panes

Repeating row and column titles

Creating multiple custom worksheet views

Hiding or grouping rows and columns

Managing worksheets

Calculating formulas across worksheets

8. Collaborating with Others

Importing and exporting data in Excel

Setting workbook permissions

Inserting and editing comments

Sharing a workbook

Tracking changes

Saving files in shared locations

9. Exploring Excel's Database Features

Splitting cell data into multiple cells

Joining data from multiple cells

Basic and multi-field sorting

Using tables to sort and filter data

Inserting automatic subtotals

Creating lookup tables

10. Analyzing Data

Using auditing to diagram

Using evaluation in Excel

Working with Goal Seek

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Using scenarios in formulas

Exploring the Analysis Toolpak

11. Advanced Analysis with PivotTables

Discovering PivotTables

Creating a basic PivotTable

Modifying a PivotTable

Creating and modifying a PivotChart

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Choosing chart types

Inserting Sparklines

Creating a column chart

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Creating and modifying a pie chart

Placing Excel charts into other Office applications