

# SOFTWARE TRAINING CENTER

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## Excel 2010 - Transition from Excel 2003 First Look

**Duration:** 1/2 Day

### Course Overview:

You will identify and use the new and enhanced features in Excel 2010. Due to the nature of this course and the minimal prerequisites, this course covers the commonly used new features, and not the more advanced new features of the application.

**Who Should Attend:** This course is designed for experienced Excel users who have used earlier versions of Microsoft Office Excel, ideally Excel 2003, and who are planning to upgrade to Excel 2010.

**Prerequisites:** Students must have prior knowledge of Excel 2003 or Excel XP on the Windows operating system.

### Course Outline:

#### Identifying the Components of the Word 2010 Environment

- Identify the New Interface Features
- Identify the Ribbon Components
- Use Contextual Tabs
- Use Excel Galleries
- Customize the Excel Interface

#### Organizing Data

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

#### Analyzing Data

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

#### Presenting Data

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

#### Working with Office Web Apps

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

#### Appendix A: New Features in Excel 2010

#### Appendix B: Enhanced File and Compatibility Features in Excel 2010

#### Appendix C: Link Formatting in Tablet PCs

#### Appendix D: Mobile Features