

Thank you for your interest in taking a computer course through Olympic College Continuing Education! Please see below the topics that may be covered in the class. Please note that some, *or* all, of this information will be covered, depending on the number of questions and the number of breaks that are taken within the 8-hour course. Each instructor works with his/her students to determine what is covered in the course.

---

# Microsoft® Office Excel® 2010: Level 1

## Course Description

Using MS Excel 2010, students will learn the basics of this spreadsheet program. Students will enter data and navigate in a worksheet, work with ranges, movement techniques, copying, moving data, modifying worksheets, chart creation, etc.

**Prerequisites:** Basic Windows skills.

## Course Objectives

Upon successful completion of this course, students will be able to:

- create a basic worksheet by using Microsoft Excel 2010.
- perform calculations in an Excel worksheet.
- modify an Excel worksheet.
- modify the appearance of data within a worksheet.
- manage Excel workbooks.
- print the content of an Excel worksheet.

## Course Content

### Lesson 1: Getting Started with Excel

- Topic 1A:** Identify the Elements of the Excel Interface
- Topic 1B:** Navigate and Select Cells in Worksheets
- Topic 1C:** Customize the Excel Interface
- Topic 1D:** Create a Basic Worksheet

### Lesson 2: Performing Calculations in an Excel Worksheet

- Topic 2A:** Create Formulas in a Worksheet
- Topic 2B:** Insert Functions in a Worksheet
- Topic 2C:** Reuse Formulas

### Lesson 3: Modifying a Worksheet

- Topic 3A:** Edit Worksheet Data
- Topic 3B:** Find and Replace Data
- Topic 3C:** Manipulate Worksheet Elements

### Lesson 4: Modifying the Appearance of a Worksheet

- Topic 4A:** Apply Font Properties
- Topic 4B:** Add Borders and Colors to Cells
- Topic 4C:** Align Content in a Cell

Thank you for your interest in taking a computer course through Olympic College Continuing Education! Please see below the topics that may be covered in the class. Please note that some, *or* all, of this information will be covered, depending on the number of questions and the number of breaks that are taken within the 8-hour course. Each instructor works with his/her students to determine what is covered in the course.

---

**Topic 4D:** Apply Number Formatting  
**Topic 4E:** Apply Cell Styles

### **Lesson 5: Managing an Excel Workbook**

**Topic 5A:** Manage Worksheets  
**Topic 5B:** View Worksheets and Workbooks

### **Lesson 6: Printing Excel Workbooks**

**Topic 6A:** Define the Page Layout  
**Topic 6B:** Print a Workbook

## **Microsoft® Office Excel® 2010: Level 2**

### **Course Description**

Using MS Excel 2010, students will learn to chart and organize data, create and modify chart sheets, modify embedded chart, format and autofilter, work with graphic objects, sorting data, filtering and more.

**Prerequisites:** CNCMP 031.

### **Course Objectives**

Upon successful completion of this 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 Microsoft Office Excel environment.

### **Course Content**

#### **Lesson 1: Calculating Data with Advanced Formulas**

**Topic 1A:** Apply Cell and Range Names  
**Topic 1B:** Calculate Data Across Worksheets  
**Topic 1C:** Use Specialized Functions

Thank you for your interest in taking a computer course through Olympic College Continuing Education! Please see below the topics that may be covered in the class. Please note that some, *or* all, of this information will be covered, depending on the number of questions and the number of breaks that are taken within the 8-hour course. Each instructor works with his/her students to determine what is covered in the course.

---

**Topic 1D:** Analyze Data with Logical and Lookup Functions

**Lesson 2: Organizing Worksheet and Table Data**

**Topic 2A:** Create and Modify Tables

**Topic 2B:** Format Tables

**Topic 2C:** Sort or Filter Data

**Topic 2D:** Use Functions to Calculate Data

**Lesson 3: Presenting Data Using Charts**

**Topic 3A:** Create a Chart

**Topic 3B:** Modify Charts

**Topic 3C:** Format Charts

**Lesson 4: Analyzing Data Using PivotTables, Slicers, and PivotCharts**

**Topic 4A:** Create a PivotTable Report

**Topic 4B:** Filter Data Using Slicers

**Topic 4C:** Analyze Data Using PivotCharts

**Lesson 5: Inserting Graphic Objects**

**Topic 5A:** Insert and Modify Pictures and ClipArt

**Topic 5B:** Draw and Modify Shapes

**Topic 5C:** Illustrate Workflow Using SmartArt Graphics

**Topic 5D:** Layer and Group Graphic Objects

**Lesson 6: Customizing and Enhancing the Excel Environment**

**Topic 6A:** Customize the Excel Environment

**Topic 6B:** Customize Workbooks

**Topic 6C:** Manage Themes

**Topic 6D:** Create and Use Templates

## **Microsoft® Office Excel® 2010: Level 3**

### **Course Description**

Using MS Excel 2010, students will learn customizing the work area, advanced formula construction, multiple file linking, outlining, consolidating information, protect/display options, pivot tables and macro.

**Prerequisites:** CNCMP 032.

Thank you for your interest in taking a computer course through Olympic College Continuing Education! Please see below the topics that may be covered in the class. Please note that some, *or* all, of this information will be covered, depending on the number of questions and the number of breaks that are taken within the 8-hour course. Each instructor works with his/her students to determine what is covered in the course.

---

## Course Objectives

Upon successful completion of this course, students will be able to:

- enhance productivity and efficiency by streamlining the workflow.
- collaborate with other workbook users.
- audit worksheets.
- analyze data.
- work with multiple workbooks.
- import and export data.
- integrate Excel data with the web.
- structure workbooks with XML.

## Course Content

### Lesson 1: Streamlining Workflow

**Topic 1A:** Update Workbook Properties

**Topic 1B:** Create a Macro

**Topic 1C:** Edit a Macro

**Topic 1D:** Apply Conditional Formatting

**Topic 1E:** Add Data Validation Criteria

### Lesson 2: Collaborating with Other Users

**Topic 2A:** Protect Files

**Topic 2B:** Share a Workbook

**Topic 2C:** Set Revision Tracking

**Topic 2D:** Review Tracked Revisions

**Topic 2E:** Merge Workbooks

**Topic 2F:** Administer Digital Signatures

**Topic 2G:** Restrict Document Access

### Lesson 3: Auditing Worksheets

**Topic 3A:** Trace Cells

**Topic 3B:** Troubleshoot Invalid Data and Formula Errors

**Topic 3C:** Watch and Evaluate Formulas

**Topic 3D:** Create a Data List Outline

### Lesson 4: Analyzing Data

**Topic 4A:** Create a Trendline

**Topic 4B:** Create Sparklines

**Topic 4C:** Create Scenarios

**Topic 4D:** Perform a What-If Analysis

**Topic 4E:** Perform a Statistical Analysis with the Analysis ToolPak

### Lesson 5: Working with Multiple Workbooks

Thank you for your interest in taking a computer course through Olympic College Continuing Education! Please see below the topics that may be covered in the class. Please note that some, *or* all, of this information will be covered, depending on the number of questions and the number of breaks that are taken within the 8-hour course. Each instructor works with his/her students to determine what is covered in the course.

---

**Topic 5A:** Create a Workspace

**Topic 5B:** Consolidate Data

**Topic 5C:** Link Cells in Different Workbooks

**Topic 5D:** Edit Links

**Lesson 6: Importing and Exporting Data**

**Topic 6A:** Export Excel Data

**Topic 6B:** Import a Delimited Text File

**Lesson 7: Integrating Excel Data with the Web**

**Topic 7A:** Publish a Worksheet to the Web

**Topic 7B:** Import Data from the Web

**Topic 7C:** Create a Web Query

**Lesson 8: Structuring Workbooks with XML**

**Topic 8A:** Develop XML Maps

**Topic 8B:** Import and Export XML Data