Excel 2010 Roadmap
Which class is right for you?

CompuTrain
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Answer these questions honestly!

Can You…?

- ♦ Can you select adjacent and non-adjacent cells?
- ♦ Can you write a simple formula?
- ♦ Are you familiar with the Order of Operations?
- ♦ Can you use the Formula AutoComplete command to write a function?
- ♦ Have you ever used the Insert Function button to access the Function Library?
- ♦ Do you know the ways to navigate around a workbook?
- ♦ Do you use the AutoFill feature?
- ♦ Are you comfortable with absolute and relative references?
- ♦ Can you position cell contents where you want them?
- ♦ Can you manipulate the printouts you get in Excel?

No →

Take Excel 2010 – Introduction
Get Started on the Right Foot!
1-Day

Can You…?

- ♦ Are you able to create and use named ranges?
- ♦ Can you write IF statements and LOOKUP functions?
- ♦ Have you used text functions to pull specific data from a cell?
- ♦ Do you know how to filter a list with multiple condition criteria?
- ♦ Do you use the sorting feature in Excel?
- ♦ Can you create simple charts?
- ♦ Are you able to customize your chart features?
- ♦ Can you create an embedded chart?
- ♦ Can you create a Pivot Table?
- ♦ Can you filter your data using slicers?
- ♦ Can you create Excel templates?

No →

Take Excel 2010 – Intermediate
Formulas, Functions, Tables and Charts
1-Day

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Answer these questions honestly!

Can You…?
- ♦ Can you record a simple macro?
- ♦ Do you use conditional formatting to format a worksheet?
- ♦ Do you know how to track revisions in Excel?
- ♦ Can you troubleshoot invalid formulas?
- ♦ Can you set up data validation on a cell?
- ♦ Do you know how to import and export data into Excel?
- ♦ Have you used the Goal Seek and Solver?
- ♦ Do you know how to add trend lines to your charts?
- ♦ Do you know how to Consolidate data?
- ♦ Can you create a Web Query?
- ♦ Have you ever imported XML maps into Excel?

No →

Take Excel 2010 – Advanced
Macros and Other Cool Stuff
1-Day