Excel 2010: Intermediate, MOS Edition

Topic-Level Outline

Days: 1
Prerequisites: *Excel 2010: Basic* or equivalent experience

Unit 1: Using multiple worksheets and workbooks
- **Topic A:** Using multiple workbooks
- **Topic B:** Linking worksheets with 3-D formulas
- **Topic C:** Linking workbooks
- **Topic D:** Managing workbooks

Unit 2: Advanced formatting
- **Topic A:** Using special number formats
- **Topic B:** Using functions to format text
- **Topic C:** Working with styles
- **Topic D:** Working with themes
- **Topic E:** Other advanced formatting

Unit 3: Outlining and subtotals
- **Topic A:** Outlining and consolidating data
- **Topic B:** Creating subtotals

Unit 4: Cell and range names
- **Topic A:** Creating and using names
- **Topic B:** Managing names

Unit 5: Tables
- **Topic A:** Sorting and filtering data
- **Topic B:** Advanced filtering
- **Topic C:** Working with tables

Unit 6: Web and sharing features
- **Topic A:** Saving workbooks as Web pages
- **Topic B:** Using hyperlinks
- **Topic C:** Sharing workbooks

Unit 7: Advanced charting
- **Topic A:** Chart formatting options
- **Topic B:** Combination charts
- **Topic C:** Graphical elements

Unit 8: Documenting and auditing

Topic A: Auditing features
Topic B: Comments in cells and workbooks
Topic C: Protection
Topic D: Workgroup collaboration

Unit 9: Templates and settings

Topic A: Changing application settings
Topic B: Using built-in templates
Topic C: Creating and managing templates

Unit 10: PivotTables and PivotCharts

Topic A: Working with PivotTables
Topic B: Rearranging PivotTables
Topic C: Formatting PivotTables
Topic D: Using PivotCharts