



## Excel 2010: Intermediate Outline

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Microsoft Office Excel 2010 is the latest offering of Microsoft's spreadsheet program. Excel is a popular tool for creating spreadsheets, analyzing data, and charting information. This new version of Excel incorporates robust error checking, numerous file validation/verification tools, image editing, and Sparklines (charts within individual cells).

This Intermediate level is intended to help everyday users of Excel become more proficient by expanding their knowledge of functions, formulas, and new Excel features. This manual will also help more experienced users who have little to no experience with Excel 2010 and the ribbon interface.

### 1. Advanced File Tasks

- *Using Windows Explorer within Excel*
- *Saving your Files*
- *Using File Management Tools*

### 2. Working with Functions and Formulas

- *Using Formulas in Excel*
  - Understanding Relative and Absolute Cell References
  - Understanding Basic Mathematical Operators
  - Using Formulas with Multiple Cell References
  - Fixing Formula Errors
  - Displaying and Printing Formulas
- *Exploring Excel Functions*
- *Using Functions in Excel*
  - Using the IF Function
  - Working with Nested Functions
  - Breaking up Complex Formulas

- *Working with Names and Ranges*
- *Working with Array Formulas*

### 3. Managing Tables

- *Working with Tables*
- *Working with Records and Fields*
- *Working with Tables and Filters*
- *Using Excel as a Database*

### 4. Adding the Finishing Touches

- *Research Tools*
  - Checking Spelling
  - Using the Research Pane
  - Using the Thesaurus
- *Using Themes*
- *Adding Text Boxes*
- *Inserting Pictures and ClipArt*
- *Editing Pictures*

### 5. Showing Data as a Graphic

- *Inserting SmartArt*
- *Formatting SmartArt*

- *Adding Symbols, Equations, and Shapes*
- *Adding Sparklines*

- *Editing Sparklines*