



# Excel 2010 Intermediate

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Microsoft Excel 2010 Introduction topics or equivalent knowledge.

## **Creating Charts**

- Create a Chart Using the Chart Wizard
- Embedded Charts Versus Chart Sheets
- Use the Chart Toolbar
- Format a Chart – Series, Axis, Plot and Chart Areas
- Add and Delete Chart Items
- Move and Size Chart Items
- Add Series to Charts

## **Working with the Chart menu**

- Apply Different Chart Types – Standard/Custom
- Create Custom Chart Types
- Chart Options Menu
- Change Location of a Chart – Embedded vs. Sheet
- Add Trend Lines and Error Bars
- Work with Pie Charts – Exploding Pies

## **Using Graphic Objects to Enhance Charts and Spreadsheets**

- Work with the Drawing Toolbar
- Group and Ungrouping Objects
- Rotate and Change Order of Objects
- Use WordArt
- Insert Pictures and Clipart

## **Sorting Data**

- Design Considerations for a List
- Single Level Sorting
- Multiple Level Sorting
- Create and using Custom Lists
- Work with the Subtotal Feature
- Work with Outlines

## **Filtering Data**

- Filter a List
- Use AutoFilter
- Work with the Advanced AutoFilter Feature
- Filter Top/Bottom Values
- Set Custom Criteria
- Copy/Paste Filtered List

## **Data Form**

- Display a Spreadsheet as a Data Form
- Add/Edit and Delete Fields in a Form
- Use Criteria to Search for Specific Information
- Create a Form

## **Data Validation**

- Use Validation to Create Drop-Down Lists
- Use Validation to Limit Information in a Cell