



Excel 2010 Power Users

This trainer-led session is for those who are heavy users of Excel 2010 and need to perform new and advanced tasks of Microsoft Excel 2010.

Setting Program Options

- AutoSave
- Default File Location
- Program Specific Options

Customize Ribbon

- Add/Remove Tabs
- Add/Remove Commands
- Add/Remove Groups
- Reorder Groups/Tabs/Commands

Conditional Formatting

- Using the Icons and Color Sets
- Setting Icon Set & Color Scales Rules

Database Functions

- Sorting
- Filtering
- Duplicates
- Data Validation

Pivot Table

- Creating
- Field Setting Calculations
- Slicers

Formulas Tab

- Insert Formula
- Formula Auditing Tools

Charts

- Creating
- Modifying

Creating Sparklines

- Line
- Column
- Win/Loss

Setting Print Options

- Adjust To / Fit To Page
- Print Titles
- Print Gridlines