Excel 2010 Level 2 *NEW*
Presenting Information
3 hours

Is this course for you?

You are looking for different ways to present your Excel data. The course covers charts, conditional formatting and Excel Tables.

Pre-requisites

The course assumes that delegates are familiar with:
basic operations in Microsoft Windows such as opening and saving files,
entering and editing data in Microsoft Excel.

Course duration

3 hours, including a 15 minute break.

Course objectives

At the end of the course, you will know which chart type to choose to display your data and how to edit a chart to meet your requirements. You will be able to show trends with sparklines and use conditional formatting to help draw attention to particular values. Outlines and Tables will make your data more manageable and you will be able to use Paste Options to get the best results when you copy Excel data to other programs.

A handout covering the main course topics will be provided.

Show trends with sparklines
Add sparklines to a table of data
Format sparklines

Present data in a chart
Understand Excel's different chart types
Create a chart
Add and remove chart elements
Format a chart
Add or remove data from a chart
Save a chart design as a template

Present information with conditional formatting
Colour cells depending on value
Use data bars, colour scales and icons
Use a formula to create a conditional format
Manage conditional formats

Outline data
Use Excel's automatic outlining
Create a manual outline
Remove data outlines

Use Excel Tables
Create an Excel Table from a set of data
Format a Table
Use the Totals row to summarise data
Add a calculated column to a Table
Remove a Table

Copy Excel data to other programs
Use Paste Options to get the best results when pasting Excel data

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This is a provisional course outline and may change