Microsoft Excel - Office 2010

1. **Excel** - 2010 keyboard shortcuts: CTRL key shortcuts Learn Excel 2010 keyboard shortcuts. Specifically, learn how to use CTRL key shortcuts that let you do everything from selecting and editing cells, to inserting items and formatting.
    a. Use keyboard shortcuts for basic tasks like opening files, creating new files, saving, and undoing your work.
    b. Use keyboard shortcuts to create formulas.
    c. Use keyboard shortcuts to move around a spreadsheet.
    d. Use keyboard shortcuts to select cells, rows, and columns.
    e. Use keyboard shortcuts to add cells, columns, and rows.
    f. Use keyboard shortcuts to format cells.

2. **Excel** – How to create a basic chart in Excel 2010 Charts make data visual. With a chart you can transform spreadsheet data to show comparisons, patterns, and trends.
    a. Create a chart.
    b. Makes changes to a chart after you create it.
    c. Understand basic chart terminology.

3. **Excel** – Creating Timelines [pdf] Create a basic timeline with text, lines, pictures, shapes, and formatting. The second set describes how to use SmartArt to create a timeline. After you understand the basics, you can enhance the look of your timeline by exploring other formatting and graphical tools and features, such as background colors, cell styles, borders, and picture effects.
    a. Add a picture, shape or clip art to the timeline
    b. Create a timeline with SmartArt

4. **Excel** – Create Formulas Use formulas to do basic math in Excel, how to make formula results update automatically, and how to use predefined formulas called functions that do things like calculate the amount of monthly payments.
    a. Use Excel to add, divide, multiply, or subtract.
    b. Learn how to write formulas and use math operators so that Excel calculates them the right way.
    c. Write formulas that can automatically update results when values change, or when you copy a formula to another location.
    d. Know the different types of cell references and when to use them when you copy formulas: relative, absolute, and mixed.
    e. Create formulas with functions to add numbers, calculate monthly payments, and capitalize proper names.

5. **Excel –** Sparklines: Use tiny charts to show data trends As you look at rows and rows of data, sometimes it's hard to immediately make sense of it. Add tiny charts called sparklines next to data to give readers a picture of what the data means, making it easy to spot patterns and trends.
    a. Add sparklines to spreadsheet cells.
    b. Determine which kind of sparkline to use.
    c. Change sparkline styles.
    d. Clear sparklines from spreadsheet cells.

6. **Excel –** The IF function: what it is, and how to use it The IF function checks to see if a condition you specify is true, or false. If true, one thing happens; if false, something else happens. For example, if you use the IF function to see if amounts spent are under or over budget, the result for True could be "Within budget," while the result for False could be "Over budget."
    a. Use the IF function
    b. Use more than one IF function in a formula

7. **Excel –**Use Excel tables to manage information Manage information by using Excel tables, which make it easy to format data, sort, filter, add totals, and use formulas.
    a. Create tables
    b. Change table format
    c. Sort and filter table data
    d. Use formulas with tables

8. **Excel –** Understand data at a glance with conditional formatting Sometimes it's hard to read and interpret data by scanning rows and rows of information. But you can use conditional formatting to make certain data stand out, helping you to analyze data, and to identify patterns and trends.
    a. Make data stand out by applying conditional formatting to cells.
    b. Decide which type of conditional formatting to apply.
    c. Clear conditional formatting from cells.
    d. Make your own conditional formatting rules.

9. **Excel –** VLOOKUP: What it is and when to use it Learn how to use VLOOKUP to look up a value you want to find in an Excel list or table. Using VLOOKUP is similar to looking up a person's name in a telephone book to get a telephone number. VLOOKUP looks at a value in one column, and finds its corresponding value on the same row in another column.
    a. Enter VLOOKUP arguments in a formula.
    b. Use VLOOKUP to find values in Excel lists or tables.
    c. Avoid VLOOKUP errors.

10. **Excel –** Save time by creating and running macros Do you find yourself doing the same actions over and over again in your spreadsheets? Did you know you can create macros so that Excel can do that repetitive work for you? Macros are sets of instructions based on actions that you record while you work in your spreadsheet. After you record a macro, you can use it again as the need arises.
    a. Create a macro by using the Macro Recorder.
    b. Run the macro that you recorded.
    c. Make some minor changes to the macro by using the Visual Basic Editor in Excel.
    d. Save the macro to your personal macro workbook and assign a button to it.