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952.831.2960
bravuratraining.com
bravuratrainingonline.com
linkedin.com/in/anniehorovitz

Microsoft Excel 2010 Intermediate

Bravura offers the fastest, easiest and most comprehensive way to gain the valuable computer skills in demand! Our professional classrooms and remote classrooms help you to learn up to **70%** more information *as compared to traditional one-day or all-day classes.* **Everyone knows it is impossible to learn Excel in a single day**.

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Audience: This is the #1 rated Microsoft Office skill sought by employers, regardless of occupation or industry. This is an ideal course for those desiring to do more in less time with Excel. Ideal for those who learned on the job and yet may have gaps with the intermediate to advanced skills necessary for calculating data using functions and advanced formulas, sorting and filtering data, incorporating multiple data sources, organizing table data and presenting data and managing the appearance of your workbooks and charts.

This course is suited for those using Microsoft Excel 2007 and 2010. We run Microsoft Excel 2010.

Prerequisites: To ensure your success, we recommend that you first complete the following Bravura Training courses or have equivalent knowledge:

Microsoft Office Excel 2007 or 2010 Level 1
Microsoft Office Excel 2007 or 2010 Level 2

Course Length: 16 hours *varies, based on need.*

Tuition: $550

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Assessment & Customization
Call us today at 952.831.2960 or click here and get started with a complimentary assessment to create a customized learning plan customized to meet your exact learning. Ask us about certification options.

Microsoft Excel 2010 Intermediate
Unit 1: Using multiple worksheets and workbooks
Topic A: Using multiple workbooks and understanding the formula bar and what [example.xls]sheet!f5 means
Topic B: Linking worksheets with 3-D formulas
Topic C: Linking workbooks, modifying and updating links
Topic D: Managing workbooks and creating workspaces
Unit 2: Advanced formatting
Topic A: Using special number formats functions
Topic C: Working with built-in styles and themes
Topic D: Create, modify and apply custom styles
Topic E: Other advanced formatting such as merged cells, changing orientation of the cells and splitting cells.
Unit 3: Outlining and subtotals
Topic A: Outlining with levels and consolidating data
Topic B: Creating subtotals and functions based on criteria
Unit 4: Cell and range names
Topic A: Identify named ranges with name box learn how to apply named ranges to make formula's easier
Topic B: Automatic, 3D names and Name Manager
Unit 5: Tables
Topic A: Structure of worksheet data, sort information, Apply AutoFilter, custom AutoFilter to specify multiple

conditions and using comparison operators
Topic B: Create criteria range to specify complex search conditions and copy filtered data to new locations
Topic C: Tables, name and using structured references
Unit 6: Web and sharing features
Topic A: Saving and publishing worksheets as Web pages, utilizing AutoRepublish feature
Topic B: Inserting, modifying and using hyperlinks
Topic C: Sharing workbooks
Unit 7: Advanced charting
Topic A: Chart formatting options, adjusting the scale
Topic B: Combination charts, two value axes
Topic C: Trendlines and sparklines, graphical elements
Unit 8: Documenting and auditing
Topic A: Formula auditing tools
Topic B: Comments in worksheets and workbooks
Topic C: Protection, share and merge workbooks.
Topic D: Workgroup collaboration, track changes, digital signature, document inspector.

What's Next?? **Advanced Excel 2010**
60 Days of Post-Course Support
Our wonderfully talented staff will support the topics and tasks covered in your course via email, remote or in our classrooms.

Corporate Headquarters ■ 1660 S. Highway 100, Suite 425■ St. Louis Park, Minnesota 55416 ■ **Phone** 952.831.2960 ■ **Fax** 952.400.8175
Contact: Annie-Horovitz Niccum Annie@BravuraTraining.com ■ **Erin Smith** Erin@BravuraTraining.com ■ **LJ Lamprecht** LJ@BravuraTraining.com
Training Facilities: St. Louis Park ■ Hennepin South WFC - Bloomington ■ Woodbury ■ Minneapolis ■ Blaine ■ Remote Classroom
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