



Excel 2010

Excel 2010 Level II

- **Using Multiple Worksheets and Workbooks.** Using multiple workbooks; Linking worksheets with 3-D formulas; Linking workbooks; Managing workbooks.
- **Advanced Formatting.** Using special number formats; Using functions to format text; Working with styles; Working with themes; Other advanced formatting.
- **Outlining and Subtotals.** Outlining and consolidating data; Creating subtotals.
- **Cell and Range Names.** Creating and using names; Managing names.
- **Tables.** Sorting and filtering data; Advanced filtering; Working with tables.
- **Web and Sharing Features.** Saving workbooks as Web pages; Using hyperlinks; Sharing workbooks.
- **Advanced Charting.** Chart formatting options; Combination charts; Graphical elements.
- **Documenting and Auditing.** Auditing features; Comments in cells and workbooks; Protection; Workgroup collaboration.
- **Templates and Settings.** Changing application settings; Using built-in templates; Creating and managing templates.