



Learn Online Today – Resource Summary for Microsoft Excel 2010 for Windows

Whether you have 5 minutes or 5 hours, there are online courses, videos, reference material and books available to you that meet your needs. CU is committed to providing continuous learning and professional development opportunities for faculty and staff.

Don't have time for Training? Learn office with a game: <http://www.ribbonhero.com/>
5 Minute Makeovers with Office 2010: <http://office.microsoft.com/en-us/makeovers/>

SkillSoft Courses:

SkillSoft is your online training resource offering self-paced courses and information about instructor-led training on a variety of topics, as well as access to a vast library via the Books 24x7 program. Best of all, you can use it all at no cost.

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Remember you can always start a course, pause and return later to complete it.

Desktop Curricula

Navigation: *Catalog>Desktop Curricula>Microsoft Office 2010 > Excel*

Desktop Curricula

Microsoft Office 2010

Individual Microsoft Excel 2010 courses grouped by application:

Beginning Excel <ul style="list-style-type: none"> Getting Started with Excel 2010 Applying Basic Data Formatting in Excel in Excel 2010 Moving and Getting Around in Excel 2010 Moving Data and Modifying 	Advanced Excel <ul style="list-style-type: none"> Customizing Visual Elements in Excel 2010 Customizing Workbook Settings, Conditional Formatting, and Number Formats Elements Organizing Data in Objects in Excel 2010 Ensuring Excel Tasks using Macros
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<p>Worksheets in Excel 2010</p> <ul style="list-style-type: none"> 📁 Saving, Sending, and Printing Excel 2010 Workbooks 📁 Reviewing and Protecting Content in Excel 2010 Workbooks 📁 Using Basic Formulas in Excel 2010 📁 Using Basic Functions with Excel 2010 📁 Adding Visuals, Themes, and Styles to Excel Workbooks 	<ul style="list-style-type: none"> 📁 Analyzing Data with What-if Analysis 📁 PivotTables and PivotCharts in Excel 2010 📁 PivotTable Filters, Calculations, and PowerPivot
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Want to get Microsoft Certification?

Microsoft Certification Courses for Microsoft Office Specialist (MOS) on Microsoft Office 2010 are offered in SkillSoft. Check out Books24x7 for ***MOS 2010 Study Guide for Microsoft Work, Excel, PowerPoint, and Outlook.***

Instant References

Job Aids: Check out these condensed summaries, key points, and checklists that can serve as a guide for application of the skills learned in a course or as a later reference resource.

📁 Microsoft Excel 2010 Job Aids:

1. **Excel 2010 Operator Types**- Use this job aid to discover more about the types of operators you can use with Excel 2010
2. **Microsoft Office 2010 Suites** - Use this aid to see what products are included in each of the Microsoft Office 2010 Suites
3. **Redesigned and Improved Functions** - Use this job aid to review the key functions that have been redesigned or improved in terms of function accuracy.
4. **Data Analysis Tools** - Use this job aid as an overview of the tools available within Excel's Data Analysis ToolPak

Don't Forget the Books

Book24x7

- Walkenbach, John. ***Excel 2010 Power Programming with VBA.*** Wiley Publishing © 2010
- Frye, Curtis. ***Microsoft Excel 2010 Step by Step.*** Microsoft Press © 2010
- Jelen, Bill. ***Rev Up to Excel 2010: Upgraders Guide to Excel 2010.*** Bill Jelen © 2010
- Dodge, Mark and Craig Stinson. ***Microsoft Excel 2010 Inside Out.*** Mark Dodge and Craig Stinson © 2011
- Winston, Wayne. ***Microsoft Excel 2010: Data Analysis and Business Modeling.*** Mark Dodge and Craig Stinson © 2011
- Walkenbach, John. ***Excel 2010 Bible.*** John Wiley & Sons © 2010

- Murray, Katherine. **Microsoft Office 2010 Plain & Simple**. Microsoft Press © 2010
- Bott, Ed and Carl Siechert. **Microsoft Office 2010 Inside Out**. Microsoft Press © 2011
- Cox, Joyce, Joan Lambert and Curtis Frye. **Microsoft Office Professional 2010 Step by Step**. Microsoft Press © 2011
- Hart-Davis, Guy. **Beginning Microsoft Office 2010**. Apress © 2010
- Pierce, John and Geoff Evelyn. **MOS Study Guide for Microsoft Word Expert, Excel Expert, Access, and SharePoint Exams (77-885, 77-886-, 77-887, 77-888)**. Microsoft Press© 2010

Mentoring

- Skillssoft Mentors are available to help students in their studies for exam 77-882 Excel 2010. You can reach them by entering a mentor Chat Room or by using the E-mail My Mentor service.

TestPrep Exam

- TestPrep 77-882 Excel 2010- Test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode. Study mode is designed to maximize learning by not only testing your knowledge of the material, but also by providing additional information on the topics presented. Certification mode is designed to test your knowledge of the material within a structured testing environment, providing valuable feedback at the end of the test.

Other Helpful Resources

Make the switch to Excel 2010: <http://office.microsoft.com/en-us/excel-help/make-the-switch-to-excel-2010-RZ101809963.aspx>

Microsoft Excel 2010 Trainings: <http://office.microsoft.com/en-us/excel-help/CH010369467.aspx>

Custom Guides: MS Office 2010 Quick Reference Sheets:

<http://www.customguide.com/computer-training/quick-references>

MS Office 2010 Frequently Asked Questions: <http://office.microsoft.com/en-us/products/office-2010-frequently-asked-questions-HA101674631.aspx>

Getting Started with Microsoft Excel 2010 Videos: <http://office.microsoft.com/en-us/support/getting-started-with-office-2010-FX101822272.aspx?CTT=97>

Getting Started with Excel 2010 (If you know Excel 2007, used an earlier version of Excel, or have never used Excel before, explore these resources to begin learning how to use Excel 2010): <http://office.microsoft.com/en-us/support/office-video-FX102493438.aspx#>

What's New in Excel 2010: <http://office.microsoft.com/en-us/excel-help/what-s-new-in-excel-2010-HA010369709.aspx>

Discontinued features and modified functionality in Excel 2010:

<http://office.microsoft.com/en-us/excel-help/discontinued-features-and-modified-functionality-in-excel-2010-HA101811053.aspx?CTT=3>

What's New: Changes made to Excel functions: <http://office.microsoft.com/en-us/excel-help/what-s-new-changes-made-to-excel-functions-HA010355760.aspx?CTT=3>

Microsoft Excel 2010: Interactive menu to ribbon guide: <http://office.microsoft.com/en-us/outlook-help/learn-where-menu-and-toolbar-commands-are-in-office-2010-and-related-products-HA101794130.aspx>

Microsoft Excel: Quick tips and tricks: <http://www.microsoft.com/atwork/skills/tipsexcel.aspx>

Excel 2010 keyboard shortcuts I: CTRL key shortcuts: <http://office.microsoft.com/en-us/excel-help/excel-2010-keyboard-shortcuts-i-ctrl-key-shortcuts-RZ102673162.aspx?CTT=1>

Excel 2010 keyboard shortcuts II: ALT key shortcuts: <http://office.microsoft.com/en-us/excel-help/excel-2010-keyboard-shortcuts-ii-alt-key-shortcuts-RZ102733786.aspx?CTT=1>

Keyboard shortcuts in Excel 2010: <http://office.microsoft.com/en-us/excel-help/keyboard-shortcuts-in-excel-2010-HP010342494.aspx?CTT=1>

Microsoft Excel 2010 Quick Reference Card: <http://customguide.com/wp-content/themes/customguide/pdf/qr/excel-quick-reference-2010.pdf>

Get up to speed with Excel 2010: <http://www.excel-2010.com/>

Tutorials: <http://www.excel-2010.com/category/tutorials>

Articles: <http://www.excel-2010.com/category/articles/>

Sample Articles and Tutorials (contains 30+ articles and tutorials):

Excel PivotTables: <http://www.excel-2010.com/excel-pivottables/>

Sparklines In Excel: <http://www.excel-2010.com/sparklines-in-excel/>

Tables In Excel 2010: <http://www.excel-2010.com/tables-in-excel-2010/>

Create An Excel Macro: <http://www.excel-2010.com/create-an-excel-macro/>

Absolute Reference In Excel: <http://www.excel-2010.com/absolute-reference-in-excel/>

Want to do more with Excel? (Contains free 2010 Excel templates):

<http://office.microsoft.com/en-us/excel/>

Excel Skills Builder (from creating a workbook to applying formulas and filtering data - master Excel skills with this training video series): [http://office.microsoft.com/en-us/excel/excel-skills-builderlearn-how-to-create-spreadsheets-and-workbooks-use-formulas-and-perform-data-analysis-](http://office.microsoft.com/en-us/excel/excel-skills-builderlearn-how-to-create-spreadsheets-and-workbooks-use-formulas-and-perform-data-analysis-FX102592909.aspx?WT%2Emc%5Fid=Hero%5Fenus%5FRM%2DExcelSillsBuilder%5FExcelPa)

[FX102592909.aspx?WT%2Emc%5Fid=Hero%5Fenus%5FRM%2DExcelSillsBuilder%5FExcelPa](http://office.microsoft.com/en-us/excel/excel-skills-builderlearn-how-to-create-spreadsheets-and-workbooks-use-formulas-and-perform-data-analysis-FX102592909.aspx?WT%2Emc%5Fid=Hero%5Fenus%5FRM%2DExcelSillsBuilder%5FExcelPa)

Basic tasks in Excel 2010: <http://office.microsoft.com/en-us/excel-help/basic-tasks-in-excel-2010-HA101829993.aspx>

Get to know Excel 2010: Create formulas: <http://office.microsoft.com/en-us/excel-help/get-to-know-excel-2010-create-formulas-RZ101862712.aspx>

Video: Create an Excel table: <http://office.microsoft.com/en-us/excel-help/video-create-an-excel-table-VA101810216.aspx>

Use sparklines to show data trends: <http://office.microsoft.com/en-us/excel-help/use-sparklines-to-show-data-trends-HA010354892.aspx>

Video: Insert sparklines to show data trends: <http://office.microsoft.com/en-us/excel-help/video-insert-sparklines-to-show-data-trends-VA101243661.aspx?CTT=3>

Budgets: <http://office.microsoft.com/en-us/templates/CT010117232.aspx?CTT=5&origin=HA101829993>

Create a new workbook: <http://office.microsoft.com/en-us/excel-help/create-a-new-workbook-HP010342361.aspx?CTT=5&origin=HA101829993>

Change the number of worksheets in a new workbook: <http://office.microsoft.com/en-us/excel-help/change-the-number-of-worksheets-in-a-new-workbook-HP010342250.aspx?CTT=5&origin=HP010342361>

Insert or delete a worksheet: <http://office.microsoft.com/en-us/excel-help/insert-or-delete-a-worksheet-HP001217034.aspx?CTT=5&origin=HP010342361>

Quick start: Create a workbook: <http://office.microsoft.com/en-us/excel-help/quick-start-create-a-workbook-HA010372780.aspx>

Video: Create a workbook: <http://office.microsoft.com/en-us/excel-help/video-create-a-workbook-VA101809986.aspx?CTT=5&origin=HA010372780>

Quick Start: Edit and enter data in a worksheet: <http://office.microsoft.com/en-us/excel-help/quick-start-edit-and-enter-data-in-a-worksheet-HA010370096.aspx?CTT=5&origin=HA101829993>

Video: Enter and edit data in a worksheet: <http://office.microsoft.com/en-us/excel-help/video-enter-and-edit-data-in-a-worksheet-VA101810230.aspx?CTT=5&origin=HA010370096>

Fill data automatically in worksheet cells: <http://office.microsoft.com/en-us/excel-help/fill-data-automatically-in-worksheet-cells-HP010342512.aspx?CTT=3>

Excel: help and how-to: <http://office.microsoft.com/en-us/excel-help/>

Microsoft Office 2010 features and benefits: <http://office.microsoft.com/en-us/products/office-2010-features-and-benefits-HA101812297.aspx>

Microsoft Office 2010 Training: <http://office.microsoft.com/en-us/training-FX101782702.aspx>
(Contains a Video Series and quick reference cards on Word, PowerPoint, Excel, Access, Visio, Project and Outlook)