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/

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

Desktop Curricula

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Individual Microsoft Excel 2010 courses grouped by application:

- **Beginning Excel**
  - 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 Worksheets in Excel 2010
  - 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

- **Advanced Excel**
  - 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
  - Analyzing Data with What-if Analysis
  - PivotTables and PivotCharts in Excel 2010
  - PivotTable Filters, Calculations, and PowerPivot
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**


### Mentoring

- Skillsoft 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.

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### Other Helpful Resources


**Custom Guides:** MS Office 2010 Quick Reference Sheets: [http://www.customguide.com/computer-training/quick-references](http://www.customguide.com/computer-training/quick-references)


(Contains a Video Series and quick reference cards on Word, PowerPoint, Excel, Access, Visio, Project and Outlook)