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## Microsoft Excel 2010

### Excel 2010 Basic

- Intro to Excel Basic
- Interface and Functions
- Cells
- Entering Data Into Cells
- Basic Formatting in Excel
- Creating a Worksheet
- The Intelligence Of Excel
- Customizing Rows and Columns
- Creating Formulas
- Summary Pages and Moving Workbook to Workbook
- The Function Builder
- Conditional Formatting
- Sorting and Filtering Data
- Printing with Excel
- Conclusion

### Excel 2010 Intermediate

- Intro to Excel Intermediate
- Charts
- Headers Footers and Layout Options
- What If
- Basic Tables in Excel
- Pivot Tables
- Manipulating Data Within the Pivot Tables
- Pivot Table Charts
- Data Validation
- Conclusion

### Excel 2010 Advanced

- Intro to Excel Advanced
- Customizing the Ribbon and Cells
- Creating and Managing Ranges
- More Formulas
- Data Analysis
- Data From an Outside Source
- Spark Lines
- Macros
- Conclusion