Training courses for Excel 2010 Students please review the video and write 3 bullets about it in your own words do not copy and paste. Please be honest.

Training courses for Excel 2010

| Beginner | |
| --- | --- |
| **Excel 2010 keyboard shortcuts I: CTRL key shortcuts**  Learn Excel 2010 keyboard shortcuts. Specifically, learn how to use CTRL key shortcuts that let you do everything from selecting and editing cells, to inserting items and formatting.  [Download](http://download.microsoft.com/download/f/b/f/fbf25022-8afd-4b7f-9b95-f7a9161ab9e9/training%20presentation-excel%202010%20keyboard%20shortcuts%201-ctrl%20key%20shortcuts.pptx) | [Watch online](https://support.office.com/en-us/article/Watch-online-26bb7b49-70ff-4ce2-a0b2-e6755f69c2a1) |  |
| **How to create a basic chart in Excel 2010**  Charts make data visual. With a chart you can transform spreadsheet data to show comparisons, patterns, and trends.  [Download](http://download.microsoft.com/download/e/5/5/e55b114a-0fbb-46df-b822-576f5b0aa3a6/training%20presentation%20-%20how%20to%20create%20a%20basic%20chart%20in%20excel%202010.pptx) | [Watch online](https://support.office.com/en-us/article/Watch-online-d2267ad9-4abb-4ea5-b1e2-fb094596f118) |  |
| **Office 2010 Security: Protecting your files**  In Microsoft Office 2010, when files open, Message Bars can alert you to useful information and potential problems with your files. Security Message Bars provide the opportunity to consider the potential security risks that may be in your file, and then the ability to open or read the file while reducing the risks that can occur.  [Download](http://download.microsoft.com/download/1/7/e/17e4ca71-53dc-4114-8a54-46f96a2e4035/training%20presentation%20-%20office%202010%20security%20-%20protecting%20your%20files.pptx) | [Watch online](https://support.office.com/en-us/article/Watch-online-c72e6db8-0cd1-4434-8872-29a7b0097aff) |  |

| Intermediate | |
| --- | --- |
| **Excel 2010 keyboard shortcuts II: ALT key shortcuts**  Learn how to use ALT key shortcuts that let you access almost any command in Excel 2010. These keyboard shortcuts are also called access keys, and they are handy when a CTRL shortcut isn’t available for a command.  [Download](http://download.microsoft.com/download/6/e/9/6e9c535d-1b7e-4bb6-8da6-67f69c4a93e3/training%20presentation-excel%20keyboard%20shortcuts%202-alt%20key%20shortcuts.pptx) | [Watch online](https://support.office.com/en-us/article/Watch-online-e6063e22-e7b2-408c-b726-4de3108f23af) |  |
| **Plan payments and savings in Excel 2010**  Learn how to figure out payments and savings by using formulas in Excel.  [Download](http://download.microsoft.com/download/8/5/0/85085558-a398-4868-a9df-30793efd03b5/trainingpresentation-planpaymentsandsavingsexcel2010.pptx) | [Watch online](https://support.office.com/en-us/article/Watch-online-0a1f23d0-674f-4bef-b8b7-da57f4b6b3c9) |  |
| **Sparklines: Use tiny charts to show data trends**  As you look at rows and rows of data, sometimes it’s hard to immediately make sense of it. Add tiny charts called sparklines next to data to give readers a picture of what the data means, making it easy to spot patterns and trends.  [Download](http://download.microsoft.com/download/c/1/b/c1b09ccb-839b-49c7-80ed-beb1674efd1a/training%20presentation%20-%20sparklines%20-%20use%20tiny%20charts%20to%20show%20data%20trends.pptx) | [Watch online](https://support.office.com/en-us/article/Watch-online-ae73cf79-bf5b-4ade-b21d-d29e3a9aaa0f) |  |
| **The IF function: what it is, and how to use it**  The IF function checks to see if a condition you specify is true, or false. If true, one thing happens; if false, something else happens. For example, if you use the IF function to see if amounts spent are under or over budget, the result for True could be “Within budget,” while the result for False could be “Over budget.”  [Download](http://download.microsoft.com/download/0/e/f/0efb01bb-049e-4e07-92e7-209a3892307c/training%20presentation%20-%20the%20if%20function%20-%20what%20it%20is,%20and%20how%20to%20use%20it.pptx) | [Watch online](https://support.office.com/en-us/article/Watch-online-f9594ab8-20f7-4437-92f1-c552006ee245) |  |
| **Understand data at a glance with conditional formatting**  Sometimes it’s hard to read and interpret data by scanning rows and rows of information. But you can use conditional formatting to make certain data stand out, helping you to analyze data, and to identify patterns and trends.  [Download](http://download.microsoft.com/download/0/d/e/0deffde7-7ff4-449d-8b76-e5d28b9d58ac/training%20presentation%20-%20understand%20data%20at%20a%20glance%20with%20conditional%20formatting.pptx) | [Watch online](https://support.office.com/en-us/article/Watch-online-1e205c9d-8702-4918-9bcb-5da6ff192aa2) |  |
| **Use Excel tables to manage information**  Manage information by using Excel tables, which make it easy to format data, sort, filter, add totals, and use formulas.  [Download](http://download.microsoft.com/download/7/a/f/7af9d2a8-3eae-4f5f-8c59-bb50a7ae2f77/training%20presentation%20-%20use%20excel%20tables%20to%20manage%20information.pptx) | [Watch online](https://support.office.com/en-us/article/Watch-online-1c3d9852-4b0b-4496-a1fc-30c5121fb05e) |  |
| **VLOOKUP: What it is, and when to use it**  Learn how to use VLOOKUP to look up a value you want to find in an Excel list or table. Using VLOOKUP is similar to looking up a person’s name in a telephone book to get a telephone number. VLOOKUP looks at a value in one column, and finds its corresponding value on the same row in another column.  [Download](http://download.microsoft.com/download/b/e/7/be78d4a4-630e-4b92-b018-546499327edc/training%20presentation%20-%20vlookup%20-%20what%20it%20is,%20and%20when%20to%20use%20it.pptx) | [Watch online](https://support.office.com/en-us/article/Watch-online-5984e27b-4f0d-431e-83b1-7ab062c75493) |  |

| Advanced | |
| --- | --- |
| **Save time by creating and running macros in Excel 2010**  Do you find yourself doing the same actions over and over again in your spreadsheets? Did you know you can create macros so that Excel can do that repetitive work for you? Macros are sets of instructions based on actions that you record while you work in your spreadsheet. After you record a macro, you can use it again as the need arises.  [Watch online](https://support.office.com/en-us/article/Watch-online-45c3e78e-9396-4476-967d-653174b5f7f3) |  |