

BASIC TO INTERMEDIATE EXCEL 2010 *For HR Administrators*

ELEARNING PROGRAM DESCRIPTION

This learning program is designed for Human Resource personnel with basic computer literacy who wish to advance their Excel skills to improve overall productivity in their daily tasks.

COURSE LENGTH

Self-paced (approximately 9 hours)

COURSE STRUCTURE

This course is a self-paced learning program and is completely online. Completing this learning program consists of reviewing and/or completing electronic learning resources provided by Accelerate Employee Development Tools (AEDT). To access your eLearning follow these steps:

- Step 1: Logon to **Pipeline** with your Access ID and password
- Step 2: Click the **Employee** tab if necessary
- Step 3: Click the **Accelerate** icon on the right side of the screen
- Step 4: Click the **My Plan** tab on the left side of the screen

COURSE SCHEDULE

Although this is a self-paced learning program we recommend the eLearning events be completed in the order they are listed below.




Learning Event	Topic(s)
Course 1	Moving Data & Modifying Worksheets (1 hour) <ul style="list-style-type: none">✓ Copying & Moving Data✓ Modifying Rows & Columns✓ Inserting & Modifying Worksheets
Course 2	Saving, Sending & Printing Excel Workbooks (40 minutes) <ul style="list-style-type: none">✓ Saving Workbooks✓ Preparing & Printing Workbooks
Course 3	Use Conditional Formatting, Tables & Sparklines (1 hour) <ul style="list-style-type: none">✓ Using Tables & Applying Table Styles✓ Applying Conditional Formats✓ Use Sparklines
Course 4	Protecting Workbooks (10 minutes)

COURSE SCHEDULE *(continued)*

Learning Event	Topic(s)
Course 5	Using Basic Formulas (1 hour) <ul style="list-style-type: none"> ✓ Introducing Formulas & References ✓ Inserting Formulas ✓ Editing & Correcting Common Formula Errors
Course 6	Using Basic Functions (35 minutes) <ul style="list-style-type: none"> ✓ Use Functions to Perform Basic Calculations ✓ Using Basic Financial & Date/Time Functions
Course 7	Inserting Basic Charts (1 hour) <ul style="list-style-type: none"> ✓ Introducing Excel Chart Types ✓ Inserting Charts with Excel ✓ Updating Charts
Course 8	Organizing Data & Objects (1 hour) <ul style="list-style-type: none"> ✓ Sorting & Filtering Excel Data ✓ Grouping & Outlining Data ✓ Arrange Objects & Data ✓ Using Hyperlinks to Organize Data
Course 9	PivotTables & PivotCharts (1 hour) <ul style="list-style-type: none"> ✓ Create a PivotTable ✓ PivotTable Tools ✓ Create a PivotChart Report
Course 10	PivotTable Filters, Calculations, and PowerPivot (1 hour) <ul style="list-style-type: none"> ✓ Calculations in PivotTable Reports ✓ Filtering Data in PivotTable Reports ✓ The PowerPivot for Excel Add-in

ELEARNING TIPS

If you are new to Accelerate please refer to the [Quick Start Guide](#) as needed. The contents of the eLearning courses can be reviewed again as needed. Each eLearning lesson includes a posttest that must be completed. These tests may be repeated as much as needed but the system will record the last grade earned. Grades/Completions may be forwarded to you and your hiring manager upon request.

The eLearning courses need not to be completed in one sitting; however, you should avoid closing the course window by clicking the red  and use the course's  button to close the course. Using the  button will ensure the system saves your progress and you can begin where you left off when you exited the course.

TECHNICAL ASSISTANCE

For Accelerate Employee Development Tools logon issues please contact the office of Organization & Employee Development at (313) 577-2111. For computer issues please contact your local IT. You may wish to test your browser for eLearning readiness by visiting <http://browser.skillport.com/>

SUCCESSFUL COMPLETION

To successfully complete this learning program you must meet the following criteria:

- ✓ Complete all eLearning as assigned
- ✓ Successfully pass posttests (80% or higher)

ADDITIONAL RESOURCES

There are several eLearning resources available through Accelerate Employee Development Tools (AEDT) to supplement this course. The recommended eLearning resources listed below are not required for this course but are helpful references you can refer to as needed.

- Excel 2010 Bible (ebook)
- Excel All-in-one for Dummies (ebook)
- Using Pivot Charts (video)
- Useful Math Functions (video)
- Elements of an Excel Chart (video)
- Apply Conditional Formatting (video)
- Additional PivotTable Features (video)
- Tables & Filtering (video)
- Keyboard Shortcuts (video)
- Create PivotTable Reports (video)
- Calculations in PivotTables (video)
- Protect Workbooks (video)
- Entering & Understanding Functions (video)

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