Microsoft® Excel® 2010 Training

Use Excel tables to manage information
Overview: Help with data management

In this course, you’ll learn how to manage information by using tables in Excel.

Tables make it easy to format data, sort, filter, add totals, and use formulas.
Course goals

• Create tables.
• Change table format.
• Sort and filter table data.
• Use formulas with tables.
Elements of a Table

Use Excel tables to manage information
Practice

1. Create a table.
2. Change the table formatting.
3. Add and delete rows and columns.
4. Sort a table; filter a table.
5. Create an auto fill formula.
6. Add a total row.
7. Add the order amount and the commissions.

[Online practice](#) (requires Excel 2010)
Quick Reference Card

For a summary of the tasks covered in this course, view the Quick Reference Card.
Microsoft® Excel® 2010 Training

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.

This course will provide an introduction to charts, showing you how to view data, change the look of your chart, create different kinds of charts, and more.
Course goals

• Create a chart.

• Make changes to a chart after you create it.

• Understand basic chart terminology.
Elements of a Chart

How to create a basic chart in Excel 2010
Practice

1. Create a chart.
2. Look at chart data another way; update chart data.
3. Add titles; change chart layouts.
4. Change the chart type; change the look of the chart.
5. Format the chart title.
6. Format a column; format other areas of the chart.
7. Make a pie chart.

[Online practice](https://www.office.com) (requires Excel 2010)
Quick Reference Card

For a summary of the tasks covered in this course, view the [Quick Reference Card](#).
Test question 1

You can sort more than one column at a time. (Pick one answer.)

1. True.
2. False.
Test question 1

You can sort more than one column at a time.

Answer:

2. False.

You can only sort on one column at a time.
Test question 2

You can filter more than one column at a time. (Pick one answer.)

1. True.
2. False.
Test question 2

You can filter more than one column at a time.

Answer:

1. True.

You can filter as many columns as you want to.
Test question 3

To fill a formula down a column, you copy and paste it from the first cell into the other cells in the column. (Pick one answer.)

1. True.

2. False.
Test question 3

To fill a formula down a column, you copy and paste it from the first cell into the other cells in the column.

Answer:

2. False.

Excel will automatically fill the rest of the column with the formula.
Test question 4

As you type a formula in a table, to see a list of the column names to enter into the formula, type a parenthesis (. (Pick one answer.)

1. True.

2. False.
Test question 4

As you type a formula in a table, to see a list of the column names to enter into the formula, type a parenthesis ().

Answer:

2. False.

Type a square bracket ([]) to see a list of the column names to include in the formula.
Test question 5

What does it mean when you see a small upward pointing arrow on the drop-down button at the top of a column? (Pick one answer.)

1. The column is filtered.
2. The column is sorted.
Test question 5

What does it mean when you see a small upward pointing arrow on the drop-down button at the top of a column?

Answer:

2. The column is sorted.
Test question 1

You create a chart. But later on you don’t see the Chart Tools. What do you do to get them back?

1. Create another chart.
2. Click the **Insert** tab.
3. Click inside the chart.
Test question 1

You create a chart. But later on you don’t see the Chart Tools. What do you do to get them back?

Answer:

3. Click inside the chart.

Then the Chart Tools will be at hand with three tabs: **Design, Layout, and Format**.
Test question 2

You can’t change the chart type after you create a chart. (Pick one answer.)

1. True.
2. False.
Test question 2

You can’t change the chart type after you create a chart.

Answer:

2. False.

You can always change the chart type after you create your chart. Click inside the chart. On the Design tab, in the Type group, click Change Chart Type, and select another chart type.
Test question 3

You’ve created a chart. Now you need to compare data another way. To do this, create a second chart. (Pick one answer.)

1. True.
2. False.
Test question 3

You’ve created a chart. Now you need to compare data another way. To do this, create a second chart.

Answer:

2. False.

You can quickly create another view of your spreadsheet data by clicking the **Switch Row/Column** button in the **Data** group on the **Design** tab.
Test question 4

What must you do to refresh a chart when you revise the spreadsheet data that the chart displays? (Pick one answer.)

1. Press SHIFT+CTRL.
2. Nothing.
Test question 4

What must you do to refresh a chart when you revise the spreadsheet data that the chart displays?

Answer:

2. Nothing.

When you revise a value in the spreadsheet, the chart is automatically refreshed. Just sit back and relax.
Test question 5

Other than the pie shape, there’s no difference between a column and a pie shape. (Pick one answer.)

1. True.
2. False.
Test question 5

Other than the pie shape, there’s no difference between a column and a pie shape.

Answer:

2. False.

A pie chart can show only one set of values.
Excel 2010 Training Video

http://www.customguide.com/microsoft-office-training/excel-2010-training/

Excel 2010 Training

How to create a basic chart in Excel 2010
Excel 2010 Cheat Sheet

How to create a basic chart in Excel 2010