

Excel 2010 - Level 1

Duration: 1 day

Overview:

This course aims to provide you with the foundational Excel knowledge and skills necessary to begin that journey. This course covers Microsoft Office Specialist exam objectives to help students prepare for the Excel 2010 Exam and the Excel 2010 Expert Exam.

Target Audience:

This course is intended for students who wish to gain the foundational understanding of Microsoft Office Excel 2010 that is necessary to create and work with electronic spreadsheets.

Pre-requisites:

To be successful in this course, you should be familiar with using personal computers and you should have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

At Course Completion:

Upon successful completion of this course, you will be able to create and develop Excel worksheets and workbooks in order to work with and analyse the data that is critical to the success of your organisation. Students will also be able to:

- Get started with Microsoft Office Excel 2010
- Perform calculations
- Modify a worksheet
- Format a worksheet
- Print workbooks
- Manage workbooks

Lesson 1: Getting Started with Microsoft Office Excel 2010

- Topic A: Navigate the Excel User Interface
- Topic B: Use Excel Commands
- Topic C: Create and Save a Basic Workbook
- Topic D: Enter Cell Data
- Topic E: Use Excel Help

Lesson 2: Performing Calculations

- Topic A: Create Worksheet Formulas
- Topic B: Insert Functions
- Topic C: Reuse Formulas

Lesson 3: Modifying a Worksheet

- Topic A: Insert, Delete, and Adjust Cells, Columns, and Rows
- Topic B: Search for and Replace Data
- Topic C: Use Proofing and Research Tools

Lesson 4: Formatting a Worksheet

- Topic A: Modify Fonts
- Topic B: Add Borders and Colors to Worksheets
- Topic C: Apply Number Formats
- Topic D: Align Cell Contents
- Topic E: Apply Styles and Themes
- Topic F: Apply Basic Conditional Formatting
- Topic G: Create and Use Templates

Lesson 5: Printing Workbooks

- Topic A: Preview and Print a Workbook
- Topic B: Define the Page Layout

Lesson 6: Managing Workbooks

- Topic A: Manage Worksheets
- Topic B: Manage Workbook and Worksheet Views
- Topic C: Manage Workbook Properties