



MS OFFICE - EXCEL 2010 - LEVEL 1

OVERVIEW

In this course, students will create and edit basic Microsoft® Office Excel® 2010 workbooks

Duration - 1 Day

OBJECTIVES

Upon successful completion of this course, students will be able to: - create a basic worksheet using Microsoft® Office Excel® 2010. - perform calculations in an Excel worksheet. - modify an Excel worksheet. - format a worksheet. - print Excel workbook contents. - manage an Excel workbook.

WHO SHOULD ATTEND?

This course is designed for people preparing for the Microsoft Certified Application Specialist examination in Excel, and who desire to gain the necessary skills to create, edit, format, and print basic Microsoft Office Excel 2010 worksheets.

PREREQUISITE COMMENTS

Students should be familiar with using personal computers and a mouse and a keyboard. You should be comfortable using the Windows environment and should be able to use Windows to manage information on your computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

SUMMARY CONTENT

Lesson 1:

- Creating a Basic Excel Worksheet
- Identify the Excel User Interface
- Customize the Excel Interface
- Work with Cells
- Enter Data in an Excel Workbook
- Obtain Help



Lesson 2:

- Performing Calculations in an Excel Worksheet
- Create Basic Formulas
- Calculate Using Functions
- Copy Formulas and Functions

Lesson 3:

- Modifying an Excel Worksheet
- Manipulate Worksheet Data
- Modify Worksheet Elements
- Search Worksheet Data
- Modify Rows and Columns

Lesson 4:

- Formatting an Excel Worksheet
- Modify Fonts
- Spell Check a Worksheet
- Apply Number Formats
- Add Borders and Color to Cells
- Align Cell Contents
- Apply Cell Styles

Lesson 5:

- Printing Excel Workbooks
- Set Page Breaks
- Set Page Layout Options
- Print a Workbook

Lesson 6:

- Managing an Excel Workbook
- Format Worksheet Tabs
- Manage Worksheets
- Manage Workbook Views