



Microsoft® Excel 2010 Level 1

Price: \$295

Course Description:

This course is the first in a series of four Microsoft® Office Excel 2010 courses. This course is designed for people who wish to gain the skills necessary to create, edit, and print basic Microsoft® Office Excel 2010.

Duration: Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 7 hours (1 day)

Course Objectives: To learn to create, edit, and enhance spreadsheets using Microsoft® Office Excel 2010.

Upon successful completion of this course, students will be able to:

- Explore the Excel 2010 environment
- Work with an Excel worksheet by entering and selecting the data in it
- Save the data in the worksheet
- Modify a worksheet
- Create formulas in a worksheet
- Apply formatting to a worksheet
- Print workbook contents

Prerequisite: Experience and familiarity with Windows environment.

Course Outline	
Introduction <ul style="list-style-type: none">• The Ribbon• The Quick Access Toolbar• The Excel 2010 user interface• Open/Save/Close a workbook• Backstage View	Perform Calculations <ul style="list-style-type: none">• Create basic formulas• Replicate formulas• Apply number formats
Create a Basic Worksheet <ul style="list-style-type: none">• Basic Navigation• Add/Delete/Name/Move/Color code sheet tabs• Enter/Delete/Replace/Edit Data• Understand types of data and their properties• Move/Copy data• Hide/Show/Insert/Delete rows and columns	Understand References <ul style="list-style-type: none">• Replicate formulas• Relative/Absolute cell references
Create Lists <ul style="list-style-type: none">• Create numeric lists• Create custom lists	Use Page Layout View Header and Footer Creation Print Preview <ul style="list-style-type: none">• Usage• Customization Customize the Ribbon and Tabs