

Excel 2010 Introduction

(1 day course)



Course Description

Course Objective: You will create and edit basic Microsoft Office Excel 2010 worksheets and workbooks.

Target Student: This course is designed for students who desire to gain the necessary skills to create, edit, format, and print basic Microsoft Office Excel 2010 worksheets.

Prerequisites: To be successful in this course, you should be comfortable in the Windows environment and be able to use Windows to manage information on the computer.

Course Objectives

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

- create a basic worksheet by using Microsoft Excel 2010.
- perform calculations in an Excel worksheet.
- modify an Excel worksheet.
- modify the appearance of data within a worksheet.
- manage Excel workbooks.
- print the content of an Excel worksheet.

Course Content

Lesson 1: Getting Started with Excel

Topic 1A: Identify the Elements of the Excel Interface

Topic 1B: Navigate and Select Cells in Worksheets

Topic 1C: Customize the Excel Interface

Topic 1D: Create a Basic Worksheet

Lesson 2: Performing Calculations in an Excel Worksheet

Topic 2A: Create Formulas in a Worksheet

Topic 2B: Insert Functions in a Worksheet

Topic 2C: Reuse Formulas

Lesson 3: Modifying a Worksheet

Topic 3A: Edit Worksheet Data

Topic 3B: Find and Replace Data

Topic 3C: Manipulate Worksheet Elements

Lesson 4: Modifying the Appearance of a Worksheet

Topic 4A: Apply Font Properties

Topic 4B: Add Borders and Colors to Cells

Topic 4C: Align Content in a Cell

Topic 4D: Apply Number Formatting

Topic 4E: Apply Cell Styles

Lesson 5: Managing an Excel Workbook

Topic 5A: Manage Worksheets

Topic 5B: View Worksheets and Workbooks

Lesson 6: Printing Excel Workbooks

Topic 6A: Define the Page Layout

Topic 6B: Print a Workbook