

Excel 2010: Basic

1 day

Description

This ILT Series course teaches the basic functions and features of Excel 2010. After an introduction to spreadsheet terminology and Excel's window components, students will learn how to use the Help system and navigate worksheets and workbooks. Then they will enter and edit text, values, formulas, and pictures, and they will save workbooks in various formats. Students will also move and copy data, learn about absolute and relative references, and work with ranges, rows, and columns. This course also covers simple functions, basic formatting techniques, and printing. Finally, students will create and modify charts, and learn how to manage large workbooks.

Designated as Approved Courseware for the Microsoft Office Specialist program, this course will help students prepare for the Excel 2010 exam. For comprehensive certification training, students should complete Excel 2010: Basic, Intermediate, and Advanced.

Prerequisites

- Windows 7: Basic or equivalent experience

Course Outline

Unit 1: Getting started

Topic A: Spreadsheet terminology
Topic B: The Excel environment
Topic C: Getting help
Topic D: Navigating a worksheet

Unit 2: Entering and editing data

Topic A: Entering and editing text and values
Topic B: Entering and editing formulas
Topic C: Working with pictures
Topic D: Saving and updating workbooks

Unit 3: Modifying a worksheet

Topic A: Moving and copying data
Topic B: Moving and copying formulas
Topic C: Absolute and relative references
Topic D: Inserting and deleting ranges, rows, and columns

Unit 4: Functions

Topic A: Entering functions
Topic B: AutoSum
Topic C: Other common functions

Unit 5: Formatting

Topic A: Text formatting
Topic B: Row and column formatting

Topic C: Number formatting

Topic D: Conditional formatting
Topic E: Additional formatting options

Unit 6: Printing

Topic A: Preparing to print
Topic B: Page Setup options
Topic C: Printing worksheets

Unit 7: Charts

Topic A: Chart basics
Topic B: Formatting charts

Unit 8: Managing large workbooks

Topic A: Viewing large worksheets
Topic B: Printing large worksheets
Topic C: Working with multiple worksheets