Microsoft Office Excel 2010: Level 1

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

Designed for: This course is designed for people 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 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.

Course Content:

Getting Started with Excel
- Identify the Elements of the Excel Interface
- Navigate and Select Cells in Worksheets
- Customize the Excel Interface
- Create a Basic Worksheet

Performing Calculations in an Excel Worksheet
- Create Formulas in a Worksheet
- Insert Functions in a Worksheet
- Reuse Formulas

Modifying a Worksheet
- Edit Worksheet Data
- Find and Replace Data
- Manipulate Worksheet Elements

Modifying the Appearance of a Worksheet
- Apply Font Properties
- Add Borders and Colors to Cells
- Align Content in a Cell
- Apply Number Formatting
- Apply Cell Styles

Managing an Excel Workbook
- Manage Worksheets
- View Worksheets and Workbooks

Printing Excel Workbooks
- Define the Page Layout
- Print a Workbook

Duration: 6 hours