Excel 2010: Basic

Code: CT11-060
Duration: 1 day(s)

Outline

Getting started
Spreadsheet terminology
The Excel environment
Getting help
Navigating a worksheet

Entering and editing data
Entering and editing text and values
Entering and editing formulas
Working with pictures
Saving and updating workbooks

Modifying a worksheet
Moving and copying data
Moving and copying formulas
Absolute and relative references
Inserting and deleting ranges, rows, and columns

Using functions
Entering functions
AutoSum
Other common functions

Formatting
Text formatting
Row and column formatting
Number formatting
Conditional formatting
Additional formatting options

Printing
Preparing to print
Page Setup options
Printing worksheets

Creating charts
Chart basics
Formatting charts

Managing large workbooks
Viewing large worksheets
Printing large worksheets
Using multiple worksheets

After completing this course, students will know how to:
- Start Microsoft Excel and identify the components of the Excel interface; open an Excel workbook; use the Help window; and navigate worksheets.
- Enter and edit text, values, and formulas; insert pictures; use AutoFill; save and update a workbook, and save a workbook as a PDF file.
- Move and copy data and formulas; use the Office Clipboard; work with relative and absolute references; and insert and delete ranges, rows, and columns.
- Use the SUM function, AutoSum, and the AVERAGE, MIN, MAX, COUNT, and COUNTA functions to perform calculations in a worksheet.
- Format cells, rows, and columns; merge cells; apply colour and borders; format numbers; create conditional formats; copy formatting; and apply table styles.
- Check spelling; find and replace text and data; preview and print a worksheet; set page orientation and margins; and create headers and footers.
- Create, format, modify, and print charts based on worksheet data; work with various chart elements; and apply chart types and chart styles.
- Freeze panes and split a worksheet; hide and unhide data; set print titles and page breaks to optimise print output; and manage multiple worksheets.

Prerequisites
Windows 7: Basic or equivalent experience