

Microsoft Office Excel 2010: Level 1



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Course Duration: 1 day

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 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. To ensure your success, we recommend you first take one of our introductory Windows courses, such as either of the following, or have equivalent skills and knowledge:

- Windows 7 Professional: Level 1
- Windows 8.1 Professional: Level 1

Certification:

This course is one of a series of courseware titles that addresses Microsoft Office Specialist (MOS) certification skill sets. The MOS and certification program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products.

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.

For more information, or to book your course, please call Sense IT on 0870 4296445
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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 an Excel 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 Colours 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