

Microsoft Excel 2010 Step by Step - Level 1

Introduction

This **one-day** instructor-led course provides students with an **overview of the features and functions** of Microsoft Excel 2010.

Audience Profile

This course is intended for novice **information workers** who want to learn **beginning-level** Excel 2010 skills.

At Course Completion

After completing this course, students will be able to:

- Create workbooks.
- Modify workbook content.
- Modify worksheet content.
- Zoom in on a worksheet.
- Arrange multiple workbook windows.
- Add buttons to the Quick Access Toolbar.
- Customize the ribbon.
- Maximize usable space in the program window.
- Enter and revise data.
- Move data within a workbook.
- Find and replace data.
- Correct and expand upon worksheet data.
- Define Excel tables.
- Format cells.
- Apply workbook themes and Excel table styles.
- Add images to worksheets.
- Add headers and footers to printed pages.
- Prepare worksheets for printing.
- Print worksheets.
- Print parts of worksheets.
- Print charts.

Pre-requisites

Before attending this course, students must have:

- Basic computer knowledge, such as keyboard and mouse skills.
- Basic file-management skills. Should know how to navigate to folders and files on a computer running Windows 7.

Duration

- 1 day
- Includes lunch, refreshments and manuals

Level: 100

Course Outline

Module 1: Set Up a Workbook

This module explains how to create a workbook, modify workbook and worksheet content, and save a modified workbook as a new file to preserve the previous version.

Lessons

- Creating Workbooks
- Modifying Workbook Content
- Modifying Worksheet Content

Lab : Creating Workbooks

- Create and save workbooks; work with standard and custom workbook properties

Lab : Modifying Workbook Content

- Insert, rename, move, copy, delete, hide, and unhide worksheets; change a worksheet tab color

Lab : Modifying Worksheet Content

- Insert, delete, hide, and move columns, rows, and cells

After completing this module, students will be able to:

- Create and modify workbooks.
- Create and modify worksheets.

Module 2: Customize the Excel 2010 Program Window

This module explains how to change the Excel program window, including the user interface, to suit your personal working style and the types of data collections you work with.

Lessons

- Zooming In on a Worksheet
- Arranging Multiple Workbook Windows
- Adding Buttons to the Quick Access Toolbar
- Customizing the Ribbon
- Maximizing Usable Space in the Program Window

Lab : Maximizing Usable Space in the Program Window

- Change the zoom level; switch between workbooks; cascade workbooks in the program window; add a button to the Quick Access Toolbar; customize the ribbon

After completing this module, students will be able to:

- Modify how Excel displays worksheets.
- Zoom in on worksheet data.
- Hide, display, and reorder ribbon tabs.
- Create custom tabs to make commands more accessible.



Module 3: Work with Data and Excel Tables

This module explains how to use Excel tools to enter and manage worksheet data effectively.

Lessons

- Entering and Revising Data
- Moving Data Within a Workbook
- Finding and Replacing Data
- Correcting and Expanding Upon Worksheet Data
- Defining Excel Tables

Lab : Entering and Revising Data

- Enter data by using multiple methods; control how Excel formats an extended data series

Lab : Moving Data Within a Workbook

- Lab: Moving Data Within a Workbook

Lab : Finding and Replacing Data

- Find and replace data and formatting

Lab : Correcting and Expanding Upon Worksheet Data

- Check spelling; work with the dictionary, thesaurus, and translation tools

Lab : Defining Excel Tables

- Create and modify an Excel table; add and configure a Total row

After completing this module, students will be able to:

- Enter and revise Excel data.
- Move data within a workbook.
- Find and replace existing data.
- Use proofing and reference tools to enhance data.
- Organize data by using Excel tables.

Module 4: Apply Visual Effects

This module explains how to change your data's appearance.

Lessons

- Formatting Cells
- Applying Workbook Themes and Excel Table Styles
- Add Images to a Worksheet

Lab : Formatting Cells

- Format data and cells; change the default font

Lab : Applying Workbook Themes and Excel Table Styles

- Use workbook themes and table styles

Lab : Add Images to a Worksheets

Insert and modify images; set an image as a worksheet background

After completing this module, students will be able to:

- Change the appearance of data.
- Apply existing formats to data.
- Add images to worksheets.

Module 5: Print Workbook Content

This module explains how to configure worksheets to convey the greatest possible amount of information and then print all or part of the worksheet.

Lessons

- Adding Headers and Footers to Printed Pages
- Preparing Worksheets for Printing
- Printing Worksheets
- Printing Parts of Worksheets
- Printing Charts

Lab : Adding Headers and Footers to Printed Pages

- Create custom headers and footers

Lab : Preparing Worksheets for Printing

- Set worksheet and workbook print options

Lab : Printing Worksheets

- Print nonadjacent worksheets; suppress error printing

Lab : Printing Parts of Worksheets

- Control the content, size, and location of printed worksheet content

Lab : Printing Charts

- Print a chart

After completing this module, students will be able to:

- Add headers and footers to worksheets.
- Prepare worksheets for printing.
- Print all or part of a worksheet.
- Print charts.

