MICROSOFT EXCEL 2010
INTRODUCTION COURSE OUTLINE
1 DAY

OVERVIEW

During this course, students will learn how to create, edit, and enhance standard spreadsheets by using Microsoft® Office Excel 2010.

WHO SHOULD ATTEND

This course is designed for students who wish to learn the basic operations of the Microsoft Excel to perform their day-to-day responsibilities, and who want to use the application to be more productive in their work. It provides the fundamental knowledge and techniques needed to advance to using more complex Excel features.

PREREQUISITE COMMENTS

Students should be familiar with using personal computers and have used a mouse and keyboard. Students should be comfortable in the Windows environment and be able to use Windows to manage information on their computer. Specifically, students should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

TOPICS	TOPICS
GETTING STARTED	**FORMULAS**
• **Screen Layout**	• **Creating a simple formula from scratch**
• **Enter Text and Numbers**	• **AutoSum Button**
• **Save a Spreadsheet**	• **Averages, Max, Min & Count**
• **Close / Opening a Spreadsheet**	• **Linking Formulas across Spreadsheets**
• **Getting Help**	• **Linking Formulas across Files**
EDITING A DOCUMENT	**PROOF READING A DOCUMENT**
• **Selecting Cells**	• **Spell Check**
• **Moving, Deleting and Copying Cells**	• **Grammar Check**
• **Undo and Redo**	
FORMATTING	**CHARTS**
• **Text Formatting**	• **Chart Basics**
• **Number Formatting**	• **Quick Charts**
• **Row and Column Formatting**	• **Editing Chart Options**
• **Borders and Shading**	• **Printing Charts**
• **Clearing Formats**	
• **Format Painter**	
PAGE LAYOUT	**PRINTING**
• **Landscape / Portrait**	• **Print Preview**
• **Margins**	• **Printing Options**
• **Headers and Footers**	