Microsoft Excel 2010
Level 1 Training

Introduction:
This course aims to give the new spreadsheet user a thorough grounding in the basics of spreadsheeting and using Microsoft Excel 2010. Particular emphasis is placed on the importance of accuracy, good formula building techniques, and sound formatting and design principles.

Learning Outcomes:
At the completion of Excel 2010 Level 1 you should be able to:

- navigate your way around Microsoft Excel 2010
- create a new workbook
- open and navigate within workbooks and worksheets
- understand and work with ranges in a worksheet
- understand, create and work with formulas and functions used to perform calculations
- copy and paste data in Excel
- understand and use formula cell referencing to create more complex formulas
- use font formatting techniques to greatly enhance the look of a worksheet
- align the contents of cells in a number of ways
- format rows and columns in a worksheet
- understand and use the number formatting features in Excel
- print your workbook data
- create effective charts in Microsoft Excel

Target Audience:
This course is designed for users new to Microsoft Excel 2010 and spreadsheeting.

Duration:
1 Day

Courseware:
High quality learning materials are available for purchase by participants.
Participants will also be presented with a certificate of achievement upon completion of the course.

Course Content

Getting To Know Microsoft Excel
Starting Microsoft Excel
The Excel 2010 Screen
How Microsoft Excel 2010 Works
Using The Ribbon
Using Ribbon Key Tips
Minimising The Ribbon
Understanding The Backstage View
Accessing The Backstage View
Using Short Cut Menus
Understanding Dialog Boxes
Launching Dialog Boxes
Understanding The Quick Access Toolbar
Adding Commands To The QAT
Understanding The Status Bar
Exiting Safely From Excel

Creating A New Workbook
Understanding Workbooks
Creating A New Workbook
Typing Text
Typing Numbers
Typing Dates
Typing Formulas
Saving A New Workbook
Easy Formulas
Checking The Spelling
Making Basic Changes
Printing A Worksheet
Safely Closing A Workbook

Working With Workbooks
Opening An Existing Workbook
Navigating A Workbook
Navigating Using The Keyboard
Using Go To
Understanding Data Editing
Overwriting Cell Contents
Editing Longer Cells
Clearing Cells

Selecting Ranges
Understanding Cells And Ranges
Selecting Contiguous Ranges
Selecting Non-Contiguous Ranges
Using Special Selection Techniques
Selecting Larger Ranges
Selecting Rows
Selecting Columns

Formulas And Functions
Understanding Formulas
Creating Formulas That Add
Creating Formulas That Subtract
Formulas That Multiply And Divide
Understanding Functions
Using The SUM Function To Add
Summing Non-Contiguous Ranges
Calculating An Average
Finding A Maximum Value
Finding A Minimum Value

More Complex Formulas
What If Formulas

Copying Data
Understanding Copying In Excel
Using Fill For Quick Copying
Copying From One Cell To Another
Copying From One Cell To A Range
Copying From One Range To Another
Copying Relative Formulas
Copying To A Non-Contiguous Range

Formula Referencing
Absolute Versus Relative Referencing
Relative Formulas
Problems With Relative Formulas
Creating Absolute References
Creating Mixed References

Font Formatting
Understanding Font Formatting
Working With Live Preview
Changing Fonts
Changing Font Size
Growing And Shrinking Fonts
Making Cells Bold
Italicising Text
Underlining Text
Changing Font Colours
Changing Background Colours
Using The Format Painter

Cell Alignment
Understanding Cell Alignment
Aligning Right
Aligning To The Centre
Aligning Left
Rotating Text
Indenting Cells

Row And Column Formatting
Approximating Column Widths
Setting Precise Columns Widths
Setting The Default Column Width
Approximating Row Height
Setting Precise Row Heights
Hiding Rows And Columns
Unhiding Rows And Columns

Number Formatting
Understanding Number Formatting
Applying General Formatting
Formatting As Currency
Formatting Percentages
Formatting As Fractions
Formatting As Dates
Using The Thousands Separator

Printing
Understanding Printing
Previewing Before You Print
Selecting A Printer
Printing A Range
Printing An Entire Workbook
Specifying The Number Of Copies
The Print Options

Creating Charts
Understanding The Charting Process
Choosing The Chart Type
Creating A New Chart
Working With An Embedded Chart
Resizing A Chart
Dragging A Chart
Printing An Embedded Chart
Creating A Chart Sheet
Changing The Chart Type
Changing The Chart Layout
Changing The Chart Style
Printing A Chart Sheet
Embedding A Chart Into A Worksheet