

Microsoft Office Excel 2010: Basic

- **Course Length:** 1 Day

Course Overview

This course teaches the basic functions and features of Excel 2010. After an introduction to spreadsheet terminology and Excel's window components, students will learn how to use the Help system and navigate worksheets and workbooks. Then they will enter and edit text, values, formulas, and pictures, and they will save workbooks in various formats. Students will also move and copy data, learn about absolute and relative references, and work with ranges, rows, and columns. This course also covers simple functions, basic formatting techniques, and printing. Finally, students will create and modify charts, and learn how to manage large workbooks.

Course Overview

<u>Course Introduction</u>	1m
<u>Unit 01 - Getting Started</u>	17m
Topic A: Spreadsheet Terminology Spreadsheet Components	
Topic B: The Excel Environment Excel Window Components Enhanced ScreenTips Demo - B-1: Examining Excel Window Components	
Topic C: Getting Help The Excel Help Window Demo - C-1: Getting Help with Using Excel	
Topic D: Navigating a Worksheet Worksheet Navigation Methods Demo - D-1: Navigating a Worksheet Unit 01 Review	
<u>Unit 02 - Entering and Editing Data</u>	26m
Topic A: Entering and Editing Text and Values Spreadsheet with Text and Values Demo - A-1: Entering Text and Values Editing Text and Values Demo - A-2: Editing Cell Contents Using AutoFill Using AutoFill to Fill a Month Series Demo - A-3: Using AutoFill to Fill a Series	
Topic B: Entering and Editing Formulas Formulas Operators Demo - B-1: Creating a Basic Formula Entering Formulas	

Entering Cell References with Mouse
Demo - B-2: Entering Cell References with the Mouse
Demo - B-3: Editing a Formula
Topic C: Working with Pictures
Add an Image to a Worksheet
Worksheet with a Picture
Demo - C-1: Inserting and Modifying a Picture
Topic D: Saving and Updating Workbooks
Saving Workbooks
Demo - D-1: Saving a New Workbook
Saving a Worksheet as a PDF
Demo - D-2: Saving a Worksheet as a PDF File
Demo - D-3: Editing and Updating a Workbook
Unit 02 Review

Unit 03 - Modifying a Worksheet

31m

Topic A: Moving and Copying Data

Moving Data in Worksheets
Demo - A-1: Moving Data in a Worksheet
Copying Data
Demo - A-2: Copying Data in a Worksheet
Moving Data by Dragging It
Copying Data by Dragging It
Demo - A-3: Moving and Copying Data by Using Drag-and-Drop
The Office Clipboard
Demo - A-4: Using the Clipboard Task Pane

Topic B: Moving and Copying Formulas

Relative References
Demo - B-1: Moving a Formula
Demo - B-2: Copying a Formula
Demo - B-3: Using AutoFill to Copy a Formula

Topic C: Absolute and Relative References

Demo - C-1: Observing the Limitations of Relative References
Absolute References
Mixed References
Demo - C-2: Applying Absolute References

Topic D: Inserting and Deleting Ranges, Rows, and Columns

Inserting a Range
Demo - D-1: Inserting a Range of Cells
Inserting Rows or Columns
Demo - D-2: Inserting Rows
Deleting a Range
Demo - D-3: Deleting a Range of Cells
Unit 03 Review

Unit 04 - Functions

29m

Topic A: Entering Functions

Function

Arguments

Range Reference

The Trace Error Button

Syntax Errors

Demo - A-1: Entering a SUM Function

Demo - A-2: Using the Mouse to Enter a Function Argument

Inserting Functions

Demo - A-3: Inserting a Function

Topic B: AutoSum

AutoSum Button

Demo - B-1: Using AutoSum

Topic C: Other Common Functions

AVERAGE Function

Demo - C-1: Using AVERAGE

MIN Function

Demo - C-2: Using MIN

MAX Function

Demo - C-3: Using MAX

COUNT Function

Demo - C-4: Using COUNT and COUNTA

Unit 04 Review

Unit 05 - Formatting

45m

Topic A: Text Formatting

Demo - A-1: Formatting Text

Selecting a Non-Contiguous Range

Demo - A-2: Formatting a Non-Contiguous Range

Formatting Cells

Demo - A-3: Using the Format Cells Dialog Box to Format Text

Topic B: Row and Column Formatting

Changing Column Widths

Demo - B-1: Changing Column Width and Row Height

Demo - B-2: Applying Color to a Row

The Merge & Center Button

Demo - B-3: Setting Alignment

The Borders Menu

Demo - B-4: Applying Borders to Cell Ranges

Using the Border-Drawing Pencil

Demo - B-5: Using the Border-Drawing Pencil

Topic C: Number Formatting

Number Formatting

Demo - C-1: Using the Number Group to Format Numbers

The Number Tab

Demo - C-2: Exploring the Number Tab

Topic D: Conditional Formatting

Conditional Formatting Menu

New Formatting Rule Dialog Box
Demo - D-1: Creating a Conditional Format
Demo - D-2: Editing and Deleting a Conditional Format
Topic E: Additional Formatting Options
Copying and Clearing Formats
Demo - E-1: Copying Formats
Demo - E-2: Using AutoFill to Copy a Format
Applying a Cell Style
Applying a Table Format
Demo - E-3: Applying Cell and Table Styles
Demo - E-4: Using Find and Replace to Change Formatting
Unit 05 Review

Unit 06 - Printing

20m

Topic A: Preparing to Print

Using the Spelling Checker
Demo - A-1: Checking Spelling in a Worksheet
Using Find and Replace
Demo - A-2: Finding and Replacing Text
Page Layout View
Demo - A-3: Previewing a Worksheet

Topic B: Page Setup Options

Changing Scaling Settings
Demo - B-1: Setting Page Orientation and Scaling
Setting Custom Margins
Demo - B-2: Adjusting Margins
Adding Headers and Footers
Demo - B-3: Creating Headers and Footers

Topic C: Printing Worksheets

When You're Ready to Print...
Printing a Selection
Demo - C-1: Printing a Selected Range
Unit 06 Review

Unit 07 - Charts

17m

Topic A: Chart Basics

Creating a Chart
Demo - A-1: Creating a Chart
Demo - A-2: Moving a Chart Within a Workbook
Chart Elements
Demo - A-3: Examining Chart Elements
Demo - A-4: Creating and Editing a Pie Chart

Topic B: Formatting Charts

Changing the Chart Type
Demo - B-1: Applying Chart Types and Chart Styles
Adding Axis Labels
Demo - B-2: Modifying Chart Elements

Unit 07 Review

Unit 08 - Managing Large Workbooks

30m

Topic A: Viewing Large Worksheets

Freezing Rows and/or Columns

Demo - A-1: Locking Rows and Columns

Splitting a Worksheet into Panes

Demo - A-2: Splitting a Worksheet into Panes

Hiding a Column

Unhiding Columns

Hidden Columns

Demo - A-3: Hiding and Unhiding Columns and Worksheets

Demo - A-4: Minimizing the Ribbon

Topic B: Printing Large Worksheets

Set Print Titles for a Worksheet

Demo - B-1: Setting Print Titles

Page Break Preview

Demo - B-2: Adjusting Page Breaks

Topic C: Working with Multiple Worksheets

Demo - C-1: Navigating Between Worksheets

Renaming a Worksheet

Formatting Worksheet Tabs

Demo - C-2: Naming Worksheets and Coloring Tabs

Inserting a Worksheet

Moving a Worksheet

Deleting a Worksheet

Demo - C-3: Working with Multiple Worksheets

Printing Multiple Worksheets

Demo - C-4: Previewing and Printing Multiple Worksheets

Unit 08 Review

Course Closure

Total Duration: 3h 35m