Excel 2010 Level 1

Duration: 1 Day

Course Overview:

In this introductory course, students will learn the fundamental skills and concepts necessary to create and work with an Excel 2010 spreadsheet. At the completion of this course, the student will have the necessary skills to create, edit, and format data, use formulas, and print a basic worksheet. Topics include formula construction, calculating with functions, searching worksheet data, enhancing worksheets with borders and shading, applying styles, managing workbooks, and printing workbook contents.

Who Should Attend: Anyone with basic computer knowledge who desires to utilize the financial accounting and data analysis tools offered by Excel 2010.

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.

Course Outline:

Getting Started with Excel
- Identify Elements of the Excel Interface
- Navigate and Select Cells in Worksheets
- Customize the Excel Interface
- Create a Basic Worksheet

Performing Calculations in a Worksheet
- Create Formulas in a Worksheet
- Insert Functions in a Worksheet
- Reuse Formulas

Modifying a Worksheet
- Edit Worksheet Data
- Find and Replace Data
- Manipulate Worksheet Elements

Modifying the Worksheet Appearance
- Apply Font Properties
- Add Borders and Colors to Cells
- Align Content in a Cell
- Apply Number Formatting
- Apply Cell Styles

Managing an Excel Workbook
- Manage Worksheets
- View Worksheets and Workbooks

Printing Excel Workbooks
- Define the Page Layout
- Print a Workbook