

Microsoft Excel 2010/2007

Level 1

Course Overview

In this 1-day course, you will learn the fundamentals of Excel for creating and formatting spreadsheets. You will learn how to navigate through a worksheet and select cells, rows, and columns. You will learn Excel terminology and use the Help system. You will also learn to insert, move, rename, and delete worksheets. You will learn to enter and edit text and numbers. Additionally, you will learn how to copy and rearrange data, including data entry techniques to save time. You will learn to create mathematical formulas that add, subtract, multiply, and divide. You will also learn the difference between absolute and relative cell references within the formulas. You will perform more calculations using functions that sum, average, count, and find high or low values from a large set of data. You will learn to format text and numbers for appearance. Lastly, you will learn to modify print options and preview your spreadsheet using Page Layout view.

Prerequisite Course: Windows Level 1 or equivalent experience.



Course Topics

Exploring Excel

- Starting Excel and Creating a Workbook
- Exploring the Ribbon
- About Rows, Columns, Cells, and Ranges
- Closing the Excel Program
- Opening an Existing Workbook
- Scrolling Through a Worksheet
- Selecting Cells
- Using the Help System
- Working with Multiple Sheets
- Freezing Panes
- Zooming to a Different Size
- Saving Your Work

Entering and Editing Data

- About Text vs. Numbers
- Entering Text
- Entering Numbers
- Modifying Data
- Adjusting Column Widths
- Deleting Data
- Using Undo
- Saving a Workbook

Copying and Rearranging Data

- Using the Fill Handle
- Moving Data using Drag and Drop
- Moving Data using Cut and Paste
- Copying Data using Copy and Paste
- Inserting and Deleting Rows
- Inserting and Deleting Columns
- Hiding and Unhiding Rows and Columns

Creating Basic Formulas

- About Formulas
- Using Formulas to Add, Subtract, Multiply, and Divide
- Copying a Formula
- Relative vs. Absolute Cell References
- Using a Number in a Formula
- Creating a Formula by Pointing
- Recalculating Formulas
- Viewing Formulas
- Performing Multiple Calculations in One Formula

Introducing Functions

- About Functions
- Adding Numbers with the SUM Function
- Averaging Numbers with AVERAGE
- Finding a High Value with MAX
- Finding a Low Value with MIN
- Counting Numbers with COUNT
- Counting Non-Blanks with COUNTA
- Using the SUM command
- Using a Function Within a Formula
- Using the Help System to Look up More Functions

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Formatting a Spreadsheet for Appearance

- Formatting Numbers (Currency, Percentages, etc.)
- Wrapping Text within a Cell
- Aligning Data (Left, Center, Right)
- Increasing Cell Indents
- Applying Bold and Italics
- Changing Text Size and Font
- Centering a Heading Across Columns
- Increasing Row Height
- Vertically Aligning Data
- Adding Borders and Color

Previewing and Printing

- Exploring Print Preview
- Exploring Page Layout View
- Adding and Headers and Footers
- Cleaning Up Page Layout Views
- Turning Pages Sideways
- Fitting All Data on One Page
- Adjusting Margins
- Inserting Page Breaks
- Setting Print Titles
- Centering Data on Each Page
- Printing a Spreadsheet