



Excel 2010 Basic-Level 1

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 Length

1 day

Prerequisites

Windows XP: Basic or Windows Vista: Basic or equivalent experience

Topics

Unit 1 : Getting started

Topic A: Spreadsheet terminology

A-1: Discussing spreadsheet basics

Topic B: The Excel environment

B-1: Examining Excel window components

Topic C: Getting help

C-1: Getting help with using Excel

Topic D: Navigating a worksheet

D-1: Navigating a worksheet

Unit 2 : Entering and editing data

Topic A: Entering and editing text and values

A-1: Entering text and values

A-2: Editing cell contents

A-3: Using AutoFill to fill a series

Topic B: Entering and editing formulas

B-1: Creating a basic formula

B-2: Entering cell references with the mouse

B-3: Editing a formula

B-4: Working with the order of operations



Topic C: Working with pictures

C-1: Inserting and modifying a picture

Topic D: Saving and updating workbooks

D-1: Saving a new workbook

D-2: Saving a file as an Excel 97-2003 workbook

D-3: Saving a worksheet as a PDF file

D-4: Editing and updating a workbook

Unit 3 : Modifying a worksheet

Topic A: Moving and copying data

A-1: Moving data in a worksheet

A-2: Copying data in a worksheet

A-3: Moving and copying data by using drag-and-drop

A-4: Using the Clipboard task pane

Topic B: Moving and copying formulas

B-1: Moving a formula

B-2: Copying a formula

B-3: Using AutoFill to copy a formula

B-4: Using Paste Link

Topic C: Absolute and relative references

C-1: Observing the limitations of relative references

C-2: Applying absolute references

Topic D: Inserting and deleting ranges, rows, and columns

D-1: Inserting a range of cells

D-2: Inserting rows

D-3: Deleting a range of cells

Unit 4 : Using functions

Topic A: Entering functions

A-1: Entering a SUM function

A-2: Using the mouse to enter a function argument

A-3: Entering a function in the formula bar

A-4: Inserting a function

Topic B: AutoSum

B-1: Using AutoSum

Topic C: Other common functions

C-1: Using AVERAGE

C-2: Using MIN



C-3: Using MAX

C-4: Using COUNT and COUNTA

Unit 5 : Formatting

Topic A: Text formatting

A-1: Formatting text

A-2: Formatting a non-contiguous range

A-3: Using the Format Cells dialog box to format text

Topic B: Row and column formatting

B-1: Changing column width and row height

B-2: Applying color to a row

B-3: Setting alignment

B-4: Applying borders to cell ranges

B-5: Using the border-drawing pencil

B-6: Using the Paste Special command

B-7: Removing a border

Topic C: Number formatting

C-1: Using the Number group to format numbers

C-2: Exploring the Number tab

Topic D: Conditional formatting

D-1: Creating a conditional format

D-2: Editing and deleting a conditional format

Topic E: Additional formatting options

E-1: Copying formats

E-2: Using AutoFill to copy formatting

E-3: Applying cell styles

E-4: Applying table styles and sorting data

E-5: Using Find and Replace to change formatting

Unit 6 : Printing

Topic A: Preparing to print

A-1: Checking spelling in a worksheet

A-2: Finding and replacing text

A-3: Previewing a worksheet

Topic B: Page Setup options

B-1: Setting page orientation and scaling

B-2: Adjusting margins

B-3: Creating headers and footers



B-4: Formatting headers and footers

B-5: Printing gridlines and headings

Topic C: Printing worksheets

C-1: Printing a selected range

Unit 7 : Charts

Topic A: Chart basics

A-1: Creating a chart

A-2: Moving a chart within a workbook

A-3: Examining chart elements

A-4: Creating and editing a pie chart

Topic B: Formatting charts

B-1: Applying chart types and chart styles

B-2: Modifying chart elements

Unit 8 : Managing large workbooks

Topic A: Viewing large worksheets

A-1: Locking rows and columns

A-2: Opening and arranging new windows

A-3: Splitting a worksheet into panes

A-4: Hiding and unhiding columns and worksheets

A-5: Minimizing the Ribbon

Topic B: Printing large worksheets

B-1: Setting print titles

B-2: Adjusting page breaks

B-3: Inserting different even and odd headers

Topic C: Working with multiple worksheets

C-1: Navigating between worksheets

C-2: Naming worksheets and coloring tabs

C-3: Working with multiple worksheets

C-4: Previewing and printing multiple worksheets

Unit 9 : Graphics and screenshots

Topic A: Conditional formatting with graphics

A-1: Creating data bars

A-2: Using color scales

A-3: Creating icon sets

Topic B: SmartArt graphics



- B-1: Inserting a SmartArt graphic
- B-2: Modifying a SmartArt graphic

Topic C: Screenshots

- C-1: Inserting a screenshot
- C-2: Modifying a screenshot