



Microsoft Office Excel 2010: Introduction

Overview: Students will learn how to create and edit basic MS Office Excel 2010 worksheets and workbooks.

Prerequisites: Students should be comfortable in the Windows environment and be able to use Windows to manage information on the computer.

Course Length: One Day

Course Content

Lesson 1: Creating a Basic Excel Worksheet

- Identify the Elements of the User Interface
- Customize the Excel Interface
- Work with Cells
- Enter Data in an Excel Workbook
- Obtain Help in Excel

Lesson 2: Performing Calculations in an Excel Worksheet

- Create Basic Formulas
- Calculate the Cell Values by Using Functions
- Copy Formulas and Functions

Lesson 3: Modifying an Excel Worksheet

- Manipulate Data
- Modify the Worksheet Elements
- Search for Data in a Worksheet
- Modify Rows and Columns

Lesson 4: Formatting an Excel Worksheet

- Modify Fonts
- Check a Worksheet for Spelling Errors
- Apply Number Formatting
- Add Borders and Colors to Cells
- Align the Content in a Cell
- Apply Cell Styles

Lesson 5: Printing Excel Workbooks

- Set the Page Layout Options
- Set Page Breaks
- Print a Workbook

Lesson 6: Managing an Excel Workbook

- Format Worksheet Tabs
- Manage Worksheets
- View Worksheets and Workbooks