Microsoft® Office Excel® 2010: Level 1

Course Specifications

Course length: 1.0 day(s)

Course Description

Course Objective: You will create and edit basic Microsoft Office Excel 2010 worksheets and workbooks.

Target Student: This course is designed for students who desire to gain the necessary skills to create, edit, format, and print basic Microsoft Office Excel 2010 worksheets.

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. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. To ensure your success, we recommend you first take one of the following introductory Windows courses, such as either of the following, or have equivalent skills and knowledge:

- Windows XP Professional: Level 1
- Windows XP: Introduction

Course Objectives

Upon successful completion of this course, students will be able to:

- Create a basic worksheet by using Microsoft Excel 2010.
- Perform calculations in an Excel worksheet.
- Modify an Excel worksheet.
- Modify the appearance of data within a worksheet.
- Manage Excel workbooks.
- Print the content of an Excel worksheet.

Course Content

Lesson 1: Getting Started with Excel

Topic 1A: Identify the Elements of the Excel Interface
Topic 1B: Navigate and Select Cells in Worksheets
Topic 1C: Customize the Excel Interface
Topic 1D: Create a Basic Worksheet

Lesson 2: Performing Calculations in an Excel Worksheet

Topic 2A: Create Formulas in a Worksheet
Topic 2B: Insert Functions in a Worksheet
Topic 2C: Reuse Formulas

Lesson 3: Modifying a Worksheet

Topic 3A: Edit Worksheet Data
Topic 3B: Find and Replace Data
Topic 3C: Manipulate Worksheet Elements

Lesson 4: Modifying the Appearance of a Worksheet

Topic 4A: Apply Font Properties
Topic 4B: Add Borders and Colors to Cells
Topic 4C: Align Content in a Cell
Topic 4D: Apply Number Formatting
Topic 4E: Apply Cell Styles

Lesson 5: Managing an Excel Workbook

Topic 5A: Manage Worksheets
Topic 5B: View Worksheets and Workbooks

Lesson 6: Printing Excel Workbooks

Topic 6A: Define the Page Layout
Topic 6B: Print a Workbook