Microsoft Excel 2010
Level 1

Length: 1 Day
Technology: MS Excel 2010
Delivery Method: Instructor-led (classroom)

About this Course

This one-day instructor-led course provides students with an overview of the features and functions of Microsoft Excel 2010.

Audience Profile

This course is intended for novice information workers who want to learn beginning-level Excel 2010 skills.

At Course Completion

After completing this course, students will be able to:

- ✓ Create workbooks.
- ✓ Modify workbook content.
- ✓ Modify worksheet content.
- ✓ Zoom in on a worksheet.
- ✓ Arrange multiple workbook windows.
- ✓ Add buttons to the Quick Access Toolbar.
- ✓ Customize the ribbon.
- ✓ Maximize usable space in the program window.
- ✓ Enter and revise data.
- ✓ Move data within a workbook.
- ✓ Find and replace data.
- ✓ Correct and expand upon worksheet data.
- ✓ Define Excel tables.

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- ✓ Format cells.
- ✓ Apply workbook themes and Excel table styles.
- ✓ Add images to worksheets.
- ✓ Add headers and footers to printed pages.
- ✓ Prepare worksheets for printing.
- ✓ Print worksheets.
- ✓ Print parts of worksheets.
- ✓ Print charts.

Course Details

Module 1: Print Workbook Content
This module explains how to configure worksheets to convey the greatest possible amount of information and then print all or part of the worksheet.
Lessons
- Adding Headers and Footers to Printed Pages
- Preparing Worksheets for Printing
- Printing Worksheets
- Printing Parts of Worksheets
- Printing Charts

Lab : Preparing Worksheets for Printing
- Create custom headers and footers
- Set worksheet and workbook print options
- Print nonadjacent worksheets; suppress error printing
- Control the content, size, and location of printed worksheet content
- Print a chart

Lab : Adding Headers and Footers to Printed Pages
- Create custom headers and footers
- Set worksheet and workbook print options
- Print nonadjacent worksheets; suppress error printing
- Control the content, size, and location of printed worksheet content
- Print a chart

Lab : Printing Worksheets
- Create custom headers and footers
- Set worksheet and workbook print options
- Print nonadjacent worksheets; suppress error printing
- Control the content, size, and location of printed worksheet content
- Print a chart

Lab : Printing Parts of Worksheets
- Create custom headers and footers
- Set worksheet and workbook print options
- Print nonadjacent worksheets; suppress error printing
- Control the content, size, and location of printed worksheet content
- Print a chart

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Lab : Printing Charts
- Create custom headers and footers
- Set worksheet and workbook print options
- Print nonadjacent worksheets; suppress error printing
- Control the content, size, and location of printed worksheet content
- Print a chart

Module 2: Set Up a Workbook
This module explains how to create a workbook, modify workbook and worksheet content, and save a modified workbook as a new file to preserve the previous version.

Lessons
- Creating Workbooks
- Modifying Workbook Content
- Modifying Worksheet Content

Lab : Creating Workbooks
- Create and save workbooks; work with standard and custom workbook properties
- Insert, rename, move, copy, delete, hide, and unhide worksheets; change a worksheet tab color
- Insert, delete, hide, and move columns, rows, and cells

Lab : Modifying Workbook Content
- Create and save workbooks; work with standard and custom workbook properties
- Insert, rename, move, copy, delete, hide, and unhide worksheets; change a worksheet tab color
- Insert, delete, hide, and move columns, rows, and cells

Lab : Modifying Worksheet Content
- Create and save workbooks; work with standard and custom workbook properties
- Insert, rename, move, copy, delete, hide, and unhide worksheets; change a worksheet tab color
- Insert, delete, hide, and move columns, rows, and cells

Module 3: Customize the Excel 2010 Program Window
This module explains how to change the Excel program window, including the user interface, to suit your personal working style and the types of data collections you work with.

Lessons
- Zooming In on a Worksheet
- Arranging Multiple Workbook Windows
- Adding Buttons to the Quick Access Toolbar
- Customizing the Ribbon
- Maximizing Usable Space in the Program Window

Lab : Maximizing Usable Space in the Program Window
- Change the zoom level; switch between workbooks; cascade workbooks in the program window; add a button to the Quick Access Toolbar; customize the ribbon

Module 4: Work with Data and Excel Tables
This module explains how to use Excel tools to enter and manage worksheet data effectively.

Lessons
- Entering and Revising Data
- Moving Data Within a Workbook

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- Finding and Replacing Data
- Correcting and Expanding Upon Worksheet Data
- Defining Excel Tables

Lab : Entering and Revising Data
- Enter data by using multiple methods; control how Excel formats an extended data series
- Lab: Moving Data Within a Workbook
- Find and replace data and formatting
- Check spelling; work with the dictionary, thesaurus, and translation tools
- Create and modify an Excel table; add and configure a Total row

Lab : Moving Data Within a Workbook
- Enter data by using multiple methods; control how Excel formats an extended data series
- Lab: Moving Data Within a Workbook
- Find and replace data and formatting
- Check spelling; work with the dictionary, thesaurus, and translation tools
- Create and modify an Excel table; add and configure a Total row

Lab : Finding and Replacing Data
- Enter data by using multiple methods; control how Excel formats an extended data series
- Lab: Moving Data Within a Workbook
- Find and replace data and formatting
- Check spelling; work with the dictionary, thesaurus, and translation tools
- Create and modify an Excel table; add and configure a Total row

Lab : Correcting and Expanding Upon Worksheet Data
- Enter data by using multiple methods; control how Excel formats an extended data series
- Lab: Moving Data Within a Workbook
- Find and replace data and formatting
- Check spelling; work with the dictionary, thesaurus, and translation tools
- Create and modify an Excel table; add and configure a Total row

Lab : Defining Excel Tables
- Enter data by using multiple methods; control how Excel formats an extended data series
- Lab: Moving Data Within a Workbook
- Find and replace data and formatting
- Check spelling; work with the dictionary, thesaurus, and translation tools
- Create and modify an Excel table; add and configure a Total row

Module 5: Apply Visual Effects

This module explains how to change your data's appearance.
Lessons
- Formatting Cells
- Applying Workbook Themes and Excel Table Styles
- Add Images to a Worksheet

Lab : Formatting Cells
- Format data and cells; change the default font
- Use workbook themes and table styles

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- Insert and modify images; set an image as a worksheet background

Lab : Applying Workbook Themes and Excel Table Styles
- Format data and cells; change the default font
- Use workbook themes and table styles
- Insert and modify images; set an image as a worksheet background

Lab : Add Images to a Worksheets
- Format data and cells; change the default font
- Use workbook themes and table styles
- Insert and modify images; set an image as a worksheet background

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