

Microsoft Excel 2010

Essentials



Duration: **1 Day** Course Code: **XL10E**

This course is designed as a perfect start for students new to Excel 2010 and covers topics required for day-to-day use of spreadsheets including creating, formatting and charting.

Learning Outcomes

By the end of this course students will be able to create, edit and format a basic spreadsheet to a required layout including essential printing and charting tips.

Prerequisites

This course is designed for students with little or no knowledge of Excel 2010. Basic computer awareness, keyboard and mouse skills are essential.

Excel 2010 Basics

- An Overview of the 2010 Screen
- The Title Bar
- The Ribbon and Ribbon Tabs
- The Naming Box and Formula Bar
- Workbooks v's Worksheets
- Cell Selection Techniques
- Working with Ranges
- Entering Data into your Worksheet
- Data Entry Methods
- Building a Formula
- Using AutoSum
- Managing your Workbooks

Modifying your Data

- Editing the Contents of a Cell
- Using Find & Replace
- Editing a Formula
- Inserting Columns, Rows and Cells
- Copying and Moving Data
- Drag and Drop Editing
- Copying Formatting
- Clearing Cell Formats

Formulas and Functions

- Using Relative Formulas
- Creating Absolute Cell References and Formulas
- Using Basic Functions
- Status Bar Calculations
- Using the Function Wizard

Printing Effectively

- Fine Tuning for Print
- Using Page Layout View
- Page Setup Options
- Checking Using Print Preview
- Controlling Page Breaks
- Using Page Break Preview
- Printing a Worksheet
- Printing Column/Row Headings on every page

Creating Charts

- Understanding Different Types of Charts
- Choosing the Source Data
- Category and Value Axis
- Modifying Charts
- Using Chart Tools
- Moving and Resizing Charts
- Creating a Pie Chart
- Charting Non-Consecutive Data
- Changing the Axis Plot Order
- Using Layout Tools
- Printing a Chart with/without Source data

Applying Themes and Graphics

- Using Themes and Images
- Using Themes with Styles
- Adding an Image or Picture
- Formatting your Graphics

Spreadsheet Design Tips

- Using Good Design Techniques
- Analysing a Spreadsheet
- Design Principles
- A Planning Checklist for Spreadsheets
- Microsoft Tips for Optimising Speed
- Final Design Project

