



Excel 2010 - Introduction

Course Duration

Duration - 1 Day. Course timings 0930-1630 (approximate)

Course Aims

This course will provide delegates with the necessary skills to create, edit, format and print an Excel Workbook as well as the ability to create basic formulae, functions and charts.

Pre-requisites

No prior knowledge or experience of Microsoft Excel 2010 is assumed or required. It would be beneficial to have a workable knowledge of Windows and an ability to use the mouse and keyboard.

Target Audience

This course is designed for new users who wish to understand the basics of Excel 2010 and produce workable spreadsheets.

Content/Topics

The Microsoft Excel 2010 Introduction course will cover the following topics enabling delegates at the end of the course to be able to:

2010 Excel Environment

- New Data Limits
- Exploring the Fluid User Interface
- Exploring the Ribbon
- The Quick Access Toolbar
- Customise the Quick Access Toolbar
- Customise the Ribbon
- Mini Toolbar
- Help
- Resizable Formula Bar

Getting Started

- Creating a New Workbook
- Saving a Workbook
- Opening an Existing Workbook
- Navigating within Microsoft Excel
- Selecting and Entering Data
- Saving a Workbook

Editing Contents of a Worksheet

- Entering Text and Numbers
- Entering Numbers/Dates as Text
- Entering Dates and Times
- Editing the Contents of a Cell
- Manipulating Data
- Using the Fill Handle
- Using the Undo and Redo Buttons

Selection Techniques

- Selecting a Range of Cells
- Selecting Non-contiguous Ranges
- Selecting Rows and Columns
- Selecting Entire Sheet

Rows, Columns and Cells

- Inserting and Deleting Cells, Columns and Rows
- Changing Column Widths and Row Heights
- Auto-Fitting a Column
- Hiding and Unhiding Column or Row
- Insert rows and columns.
- Modify column width and row height.
- Delete selected rows or columns.

Worksheet Manipulation

- Formatting Worksheet Tabs
- Move/Copy Worksheets
- Insert and Delete Worksheets
- Hide/Unhide Worksheets
- Splitting a Worksheet
- Arranging Multiple Worksheet
- Freeze/Unfreeze Rows and Columns

Copying/Moving Data

- Copying Data between Cells
- Moving Data between cells
- Copying Relative Formulas
- Copying to a Non-Contiguous Range
- Copying to Another Worksheet
- Copying to Another Workbook
- Filling a Series
- Creating a Custom Fill List
- Modifying a Custom Fill List
- Deleting a Custom Fill List



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Formulae and Functions

- Creating Basic Formulas
- Calculating with Functions
- Order of Formula Calculations
- Absolute vs Relative References
- AutoSum

Formatting Fonts

- Live Preview
- Changing Fonts and Size
- Growing And Shrinking Fonts
- Making Cells Bold, Italic and Underlined
- Changing Font Colours
- Changing Fill Colours
- Using Format Painter
- Strikethrough Text
- Subscripting Text
- Superscripting Text

Text Alignment

- Aligning Right, Centre, Left
- Aligning Top, Bottom, Middle
- Rotating Text
- Indenting Cells
- Shrinking Text
- Wrapping and Merging Text
- Merging and Centring

Formatting Cells

- Applying General Formatting
- Format as Currency
- Format as Percentages
- Format as Fractions
- Format as Dates
- Format as Thousands
- Increasing and Decreasing Decimals

Borders

- Apply Borders to Cells
- Deleting Borders
- Change Border Colours

Printing

- Previewing
- Performing A Quick Print
- Print Options
- Range, Copies, Pages
- Print TitlesPage Setup
- Headers/Footers
- Margins
- Orientation

Charts and Graphs

- Create Chart
- Different Charts (Pi, Column etc)
- Resize/Move Chart
- Change Chart Type
- Change Chart Elements
- Delete Chart

Sparklines

- Add Sparkline
- Add High Points
- Marker Colour
- Line Colour
- Add Text to Cell
- Group-Ungroup