



Microsoft Office Excel 2010

Level 1: Foundation

Duration

1 Day

Audience

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.

Course Description

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

Course Objectives

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

- create a basic worksheet by using Microsoft Office Excel 2010
- perform calculations in an Excel worksheet
- modify an Excel worksheet
- format a worksheet
- print the content of an Excel workbook
- manage an Excel workbook

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.

Course Outline

Lesson 1: Calculating Data with Advanced Formulas

- Topic 1A: Apply Cell and Range Names
- Topic 1B: Calculate Data Across Worksheets
- Topic 1C: Use Specialized Functions
- Topic 1D: Analyze Data with Logical and Lookup Functions

Lesson 2: Organizing Worksheet & Table Data

- Topic 2A: Create and Modify Tables
- Topic 2B: Format Tables
- Topic 2C: Sort or Filter Data
- Topic 2D: Use Functions to Calculate Data

Lesson 3: Presenting Data Using Charts

- Topic 3A: Create a Chart
- Topic 3B: Modify Charts
- Topic 3C: Format Charts

Lesson 4: Analyzing Data Using PivotTables, Slicers, and PivotCharts

- Topic 4A: Create a PivotTable Report
- Topic 4B: Filter Data Using Slicers
- Topic 4C: Analyze Data Using PivotCharts

Lesson 5: Inserting Graphic Objects

- Topic 5A: Insert and Modify Pictures & ClipArt
- Topic 5B: Draw and Modify Shapes
- Topic 5C: Illustrate Workflow Using SmartArt Graphics
- Topic 5D: Layer and Group Graphic Objects

Lesson 6: Customizing and Enhancing the Excel Environment

- Topic 6A: Customize the Excel Environment
- Topic 6B: Customize Workbooks
- Topic 6C: Manage Themes
- Topic 6D: Create and Use Templates