MICROSOFT EXCEL 2010 INTRODUCTION

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COURSE LENGTH: 1.0 DAYS

Developing basic skills in MS Excel 2010 is an absolute requirement in today's workplace. Everyone uses spreadsheets in one way or another so it's crucial to know how to open, edit and save Excel documents.

The PD Training MS Excel 2010 Introduction Training Course provides skill building in the primary basic features of Excel 2010 such as finding and opening worksheets, formatting, printing, calculating and analysing data. The training course also includes the handling of graphics, worksheets and data to enable participants to use Excel 2010 efficiently.

This dynamic training course is available now across New Zealand, including Auckland, Wellington and Christchurch.

Please click on the Public Class tab below to view our MS Excel 2010 Introduction Training course schedule by city or click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

MICROSOFT EXCEL 2010 INTRODUCTION COURSE OUTLINE

FOREWORD

This Excel 2010 Introduction training course running in Auckland, Wellington, Christchurch and New Zealand wide, is rated 5.0/5.0 in overall quality by ProCert Labs, teaches the basic functions and features of Excel 2010. After an introduction to spreadsheet terminology and Excel's window components, participants will learn how to use the Help system and navigate worksheets and workbooks. Then they will enter and edit text, values, formulas, and pictures, and they will save workbooks in various formats.

Participants will also move and copy data, learn about absolute and relative references, and work with ranges, rows, and columns. This course also covers simple functions, basic formatting techniques, and printing. Finally, participants will create and modify charts, and learn how to manage large workbooks.

This course will help participants prepare for the Microsoft Office Specialist core-level exam for Excel 2010 (exam 77-882) and the Microsoft Office Specialist Expert exam for Excel 2010 (exam 77-888). For comprehensive certification training, participants should complete the Introduction, Intermediate, and Advanced courses for Excel 2010.

OUTCOMES

▶ Start Microsoft Excel
▶ Identify Excel interface components
▶ Identify worksheet components
▶ Use Help
▶ Open, close and save workbooks
▶ Enter and edit text and values
▶ Use AutoFill to complete a series
▶ Enter formulas
▶ Insert, move and resize pictures
▶ Save a workbook as a PDF file
▶ Move and copy data and formulas
▶ Apply absolute references
▶ Insert and delete ranges
▶ Use SUM, AVERAGE, MIN, MAX, COUNT and COUNTA functions
▶ Use the AutoSum button
▶ Format text and numbers
▶ Apply conditional formatting
▶ Change page orientation
▶ Hide and unhide data
▶ Rename, insert, copy, move, and delete worksheets
▶ Insert and modify screenshots

MODULES

Lesson 1: Introduction

- Introduction
- Personal learning goals of each participant
- Plan and structure for the day

Lesson 2: Getting started

- Spreadsheet terminology
- The Excel environment
- Getting help
- Navigating a worksheet

Lesson 3: Entering and editing data

- Entering and editing text and values
- Entering and editing formulas
- Working with pictures
- Saving and updating workbooks

Lesson 4: Modifying a worksheet

- Moving and copying data
- Moving and copying formulas
- Absolute and relative references
- Inserting and deleting ranges, rows and columns

Lesson 5: Using functions

- Entering functions
- AutoSum
- Other common functions

Lesson 6: Formatting

- Text formatting
- Row and column formatting
- Number formatting
- Conditional formatting
- Additional formatting options

Lesson 7: Printing

- Preparing to print
- Page Setup options
- Printing worksheets

Lesson 8: Charts

- Chart basics
- Formatting charts

Lesson 9: Managing large workbooks

- Viewing large worksheets
- Printing large worksheets
- Working with multiple worksheets

Lesson 10: Graphics and screenshots

- Conditional formatting with graphics
- SmartArt graphics
- Screenshots

WEB LINKS

- View this course online
- In-house Training Instant Quote