

Microsoft Excel 2010

Level 1 - Getting started with Excel

The topics covered in this course provides the learner with the skills and knowledge necessary to create workbooks in Microsoft Excel. It covers creating a new workbook, adding data, editing data, working with formulas, printing and charting.

Who should attend

This course is primarily designed for people who need to know how to use Microsoft Excel 2010. It is designed for beginner users who have little or no understanding, knowledge of, or experience in using Microsoft Excel.

Prerequisites

This course assumes no prior knowledge of Microsoft Excel 2010. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system.

Course duration

This is a 1 day course. Typically, courses run from 9:00am to 4:30pm, allowing for morning, afternoon and lunch breaks. Start, finish and break times can be modified to suit your organisation.

What you'll need to bring

Training manuals, course training files and writing materials are provided to all participants. No other items are required. Additional copies of the course files can be obtained after the course at no extra charge.

Course customisation

On the following page you'll find a detailed breakdown of the topics covered in this course. If you wish to incorporate topics from one of our other Excel courses, contact us and we'll be able to customise this courseware so that the additional material is included.

Learning outcomes

At the completion of this course participants will be able to:

- navigate your way around Microsoft Excel 2010
- create a new workbook
- open and navigate within workbooks and worksheets
- understand and work with ranges in a worksheet
- understand, create and work with formulas and functions used to perform calculations
- copy and paste data in Excel
- understand and use formula cell referencing to create more complex formulas
- use font formatting techniques to greatly enhance the look of a worksheet
- align the contents of cells in a number of ways
- format rows and columns in a worksheet
- understand and use the number formatting features in Excel
- print your workbook data
- create effective charts in Microsoft Excel

The training room and facilities

When training on-site at your premises, we require only that each participant has access to their own computer or laptop, with Microsoft Excel 2010 installed.

Internet and networking facilities are not required. A data projector is required, and if your training room or board room is not equipped with one, we're able to provide one at no extra cost.

Other questions?

Contact us on (03) 8676 0655, or email us at enquiries@exceldimensions.com.au

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Level 1 - Getting started with Excel

Getting To Know Excel

- Starting Microsoft Excel
- The Excel 2010 Screen
- How Microsoft Excel 2010 Works
- Using The Ribbon
- Using Ribbon Key Tips
- Minimising The Ribbon
- Understanding The Backstage View
- Accessing The Backstage View
- Using Short Cut Menus
- Understanding Dialog Boxes
- Launching Dialog Boxes
- Understanding The Quick Access Toolbar
- Adding Commands To The QAT
- Understanding The Status Bar
- Exiting Safely From Excel

Creating A New Workbook

- Understanding Workbooks
- Creating A New Workbook
- Typing Text
- Typing Numbers
- Typing Dates
- Typing Formulas
- Saving A New Workbook
- Easy Formulas
- Checking The Spelling
- Making Basic Changes
- Printing A Worksheet
- Safely Closing A Workbook

Working With Workbooks

- Opening An Existing Workbook
- Navigating A Workbook
- Navigating Using The Keyboard
- Using Go To
- Understanding Data Editing
- Overwriting Cell Contents
- Editing Longer Cells
- Clearing Cells

Selecting Ranges

- Understanding Cells And Ranges
- Selecting Contiguous Ranges
- Selecting Non-Contiguous Ranges
- Using Special Selection Techniques
- Selecting Larger Ranges
- Selecting Rows
- Selecting Columns

Formulas And Functions

- Understanding Formulas
- Creating Formulas That Add
- Creating Formulas That Subtract
- Formulas That Multiply And Divide
- Understanding Functions
- Using The SUM Function To Add
- Summing Non-Contiguous Ranges
- Calculating An Average
- Finding A Maximum Value
- Finding A Minimum Value
- More Complex Formulas
- What If Formulas

Copying Data

- Understanding Copying In Excel
- Using Fill For Quick Copying
- Copying From One Cell To Another
- Copying From One Cell To A Range
- Copying From One Range To Another
- Copying Relative Formulas
- Copying To A Non-Contiguous Range

Formula Referencing

- Absolute Versus Relative Referencing
- Relative Formulas
- Problems With Relative Formulas
- Creating Absolute References
- Creating Mixed References

Font Formatting

- Understanding Font Formatting
- Working With Live Preview
- Changing Fonts
- Changing Font Size
- Growing And Shrinking Fonts
- Making Cells Bold
- Italicising Text
- Underlining Text
- Changing Font Colours
- Changing Background Colours
- Using The Format Painter

Cell Alignment

- Understanding Cell Alignment
- Aligning Right
- Aligning To The Centre
- Aligning Left
- Rotating Text
- Indenting Cells

Row And Column Formatting

- Approximating Column Widths
- Setting Precise Columns Widths
- Setting The Default Column Width
- Approximating Row Height
- Setting Precise Row Heights
- Hiding Rows And Columns
- Unhiding Rows And Columns

Number Formatting

- Understanding Number Formatting
- Applying General Formatting
- Formatting As Currency
- Formatting Percentages
- Formatting As Fractions
- Formatting As Dates
- Using The Thousands Separator

Printing

- Understanding Printing
- Previewing Before You Print
- Selecting A Printer
- Printing A Range
- Printing An Entire Workbook
- Specifying The Number Of Copies
- The Print Options

Creating Charts

- Understanding The Charting Process
- Choosing The Chart Type
- Creating A New Chart
- Working With An Embedded Chart
- Resizing A Chart
- Dragging A Chart
- Printing An Embedded Chart
- Creating A Chart Sheet
- Changing The Chart Type
- Changing The Chart Layout
- Changing The Chart Style
- Printing A Chart Sheet
- Embedding A Chart Into A Worksheet

Need more information?

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