



Excel 2010 Introduction

Knowledge of the Microsoft Windows operating system, minimizing and maximizing windows, opening, saving and closing files, and creating folders.

Excel Basics

- Basic Window Elements
- Explore Backstage View
- Work with the Ribbon
- Customize the Quick Access Toolbar
- Get Help

Introduction to Excel

- Explore the Excel Window
- Open a Workbook
- Navigate a Workbook
- Select Cells and Ranges
- Create a Workbook
- Save a Workbook
- Close a Workbook

Entering Data and Navigating in a Spreadsheet

- Enter and edit numbers, text and formulas
- Use AutoComplete and AutoFill
- Copy Data
- Move and Clear Data
- Use Undo and Redo
- Find and Replace Data

Formulas and Functions

- Enter Basic Formulas
- Understand Absolute References
- Use AutoSum
- Copy and Move Formulas
- Insert Function Feature

Understanding Workbooks vs. Worksheets

- Insert, Name, Move and Copy Worksheets
- Move and Copy Worksheets to Other Workbooks
- Delete Worksheets
- Customize Sheet Tab

Formatting Worksheets

- Insert and Delete Rows and Columns
- Insert and Delete Cells
- Adjust Column and Row Size
- Hide Worksheet Components
- Number formats and text alignment
- Add borders and patterns
- Use the format painter
- Use the AutoFormat feature

Printing Worksheets or Workbooks

- Change View Options
- Customize the Page Layout
- Add Headers and Footers
- Modify Page Breaks
- Preview and Print the Worksheet
- Print Selected Data