

Microsoft® Excel 2010

Level 1

Courseware 6276-1

Course Description

Microsoft® Excel® 2010 Level 1 teaches the information worker how to work with different types of documents using a variety of core and intermediate features to create and edit professional-looking spreadsheets for a variety of purposes and situations. Some topics may appear to be basic skill sets but are discussed in more detail, exploring at a higher level different options that can be chosen or applied for that skill set.

Course Prerequisites

This course is designed for students who are familiar with personal computers, using a keyboard and using a mouse. The course assumes that students have completed the *Microsoft Windows* course or have equivalent Microsoft Windows knowledge and experience.

- start and run Windows
- use the taskbar
- use the Start button
- use the Help feature
- use Minimize, Restore Down/Maximize, or Close
- use the left and right mouse buttons appropriately
- understand file management techniques
- navigate between files, folders, or drives

Course Objectives

This course book teaches the skills you will need to successfully complete the Excel 2010 Core exam. These skill sets are introduced using a fictional company named Tolano Adventures, a travel service that is a department within Tolano Environmental Consulting. Tolano Adventures offers tours to the public that are friendly to the environment.

You will use Excel to create and edit professional-looking spreadsheets for a variety of purposes and situations. As you begin to build your skills, you will then create a variety of flyers and other promotional materials as well as explore different ways to share the information with internal and external customers.

After completing this course, you will be able to:

- ↻ understand and describe the concept of electronic spreadsheets
- ↻ identify the basic components of Excel
- ↻ enter data, symbols, and special characters into a worksheet
- ↻ move around in a workbook
- ↻ create, open, save, and close a workbook
- ↻ save a workbook in a previous Excel version format
- ↻ select a range of cells
- ↻ change and undo changes to the contents of cells
- ↻ cut, copy, and paste data in a worksheet using the Windows and Office Clipboard
- ↻ adjust column widths and row heights
- ↻ hide and unhide rows and columns
- ↻ insert and delete rows, columns, or cells
- ↻ find and replace data in a worksheet
- ↻ use AutoFill to copy or fill data or set up a series of data
- ↻ rename, insert, delete, copy or move worksheets
- ↻ create and edit simple formulas using math operators and cell references
- ↻ use commonly-used functions and conditional functions
- ↻ use absolute and relative cell references
- ↻ display and print formulas
- ↻ format numbers and decimal places
- ↻ enhance the worksheet using fonts, alignment, lines, borders, colors or patterns
- ↻ use the Format Painter
- ↻ clear cell contents and formatting
- ↻ apply themes, styles, and conditional formatting
- ↻ create and arrange worksheet windows
- ↻ split and freeze panes
- ↻ zoom in and out of worksheets
- ↻ print and preview worksheets
- ↻ use different workbook views
- ↻ add and preview page breaks
- ↻ change margins, orientation, or layout for printing a worksheet
- ↻ set headers and footers for a worksheet
- ↻ change Excel options
- ↻ create, edit, format and print charts
- ↻ create, customize, and remove Sparkline charts
- ↻ insert, modify and format clip art images, pictures, shapes, WordArt, and SmartArt objects
- ↻ sort data
- ↻ use the AutoFilter
- ↻ work with named ranges
- ↻ create, modify or remove a hyperlink
- ↻ use Office Backstage to share workbooks with others

About This Courseware

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Conventions and Graphics

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Lesson Objectives
What is an Electronic Spreadsheet?
Looking at the Screen
Entering Data in a Worksheet
Working with Workbooks
Selecting Cells
Lesson Summary
Review Questions

Lesson 2 Constructing Cell Data

Lesson Objectives
Editing Cells and Undoing Changes
Copying and Moving Data
Inserting and Deleting Rows and Columns
Adjusting the Columns and Rows
Finding and Replacing Data
Using AutoFill
Managing Worksheets
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Lesson 3 Using Formulas

Lesson Objectives
Using Formulas
Using Functions
Using Absolute and Relative Cell References
Displaying and Printing Formulas
Lesson Summary
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Lesson 4 Formatting the Worksheet

Lesson Objectives
Formatting a Cell
Clearing Cell Contents and Formatting
Themes
Using Cell Styles
Conditional Formatting
Lesson Summary
Review Questions

Lesson 5 Viewing and Printing Workbooks

Lesson Objectives
Changing Worksheet Views
Printing and Previewing the Workbook
Customizing the Page Layout
Changing Excel Default Settings
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Appendices

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