

Excel 2010 © Introduction



**Sutherland
Computer
Training**

Duration: 1 Day

TARGET AUDIENCE

This One-Day Course is designed for users new to Microsoft Excel 2010 © and is ideal for people who work in offices, clubs or charities, where there is a requirement to produce reports, budgets, list and the like.

LEARNING OUTCOMES

The skills and knowledge covered are sufficient for real-world applications such as budgeting, analysing sales, producing reports, creating charts and graphs and managing small lists.

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 and Accessing the Backstage View
- Shortcut Menus
- Understanding and Launching Dialog Boxes
- The Quick Access Toolbar
- Understanding the Quick Access Toolbar
- Adding Commands to the QAT
- The Office Button
- Understanding and Customising The Status Bar
- Exiting Safely from Excel

Creating A New Workbook

- Understanding Workbooks
- Creating a New Workbook
- Using the Blank Workbook Template
- Typing Text, Numbers, Dates and Formulas
- Saving a New Workbook
- Easy Formulas
- Checking Spelling
- Making and Saving 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 and Non-Contiguous Ranges
- Using Special Selection Techniques
- Selecting Larger Ranges
- Selecting Rows
- Selecting Columns

Copying Excel Data

- Understanding Copying in Excel
- Using Fill for Quick Copying
- Copying from 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

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

Formula Referencing

- Absolute versus Relative Referencing
- Relative Formulas
- Problems with Relative Formulas
- Creating Absolute References
- Creating Mixed References

Row And Column Formatting

- Approximating Column Widths
- Setting Precise Column 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
- Increasing and Decreasing Decimals

Font Formatting

- Understanding Font Formatting
- Working with Live Preview
- Changing Fonts and Font Size
- Growing and Shrinking Fonts
- Making Cells Bold, Italicised and Underlined
- Changing Font Colours
- Changing Background Colours
- Using the Format Painter
- Applying Strikethrough
- Subscripting Text
- Superscripting Text

Cell Alignment

- Understanding Cell Alignment
- Aligning Right, to the Centre and Left
- Rotating Text
- Indenting Cells

Printing

- Understanding Printing
- Previewing Before You Print
- Performing a Quick 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
- Deleting a Chart