

EXCEL 2010: LEVEL 1

Available Dates: **Call for dates**

Class Length: **1 day**

Cost: **\$199**

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Class Outline:

Course Description:

This course teaches the basic functions and features of Excel 2010. After an introduction to spreadsheet terminology and Excel's window components, students 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. Students 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, students will create and modify charts, and learn how to manage large workbooks.

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Topic A: Spreadsheet terminology

Topic B: The Excel environment

Topic C: Getting help

Topic D: Navigating a worksheet

Unit 2: Entering and editing data

Topic A: Entering and editing text and values

Topic B: Entering and editing formulas

Topic C: Working with pictures

Topic D: Saving and updating workbooks

Unit 3: Modifying a worksheet

Topic A: Moving and copying data

Topic B: Moving and copying formulas

Topic C: Absolute and relative references

Topic D: Inserting and deleting ranges, rows, and columns

Unit 4: Functions

Topic A: Entering functions

Topic B: AutoSum

Topic C: Other common functions

Unit 5: Formatting

Topic A: Text formatting

Topic B: Row and column formatting

Topic C: Number formatting

Topic D: Conditional formatting

Topic E: Additional formatting options

Unit 6: Printing

Topic A: Preparing to print

Topic B: Page Setup options

Topic C: Printing worksheets

Unit 7: Charts

Topic A: Chart basics

Topic B: Formatting charts

Unit 8: Managing large workbooks

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Topic B: Printing large worksheets

Topic C: Working with multiple worksheets