

## Microsoft Excel 2010 - Introduction

### General Description

Create and manage workbooks with formulas and functions, format data, produce charts and print workbooks.

### Learning Outcomes

- Operate the main Excel screen components including the Ribbon and Quick Access Toolbar
- Create and save a new workbook containing text, numbers, dates and formulas
- Navigate within a worksheet and between the worksheets of a workbook
- Select contiguous, non-contiguous and special worksheet ranges
- Develop basic formulas and use the SUM, AVERAGE, MAX and MIN functions
- Use fill and copy techniques to copy data and formulas within worksheets
- Correct problems with relative formulas using a variety of cell reference types
- Choose different fonts and font sizes, apply font attributes and use the Format Painter
- Apply horizontal alignment options, rotate text and indent cells
- Set precise and default column widths, adjust row heights and hide and unhide rows and columns
- Change the display of numbers and dates using general, currency, percentage, fraction and date formats
- Print preview data, print a range, print an entire workbook and specify print options
- Produce embedded charts and chart sheets, change chart types and apply chart styles

### Duration

One Day

### Prerequisite

Basic understanding of the Microsoft Windows operating system

### Topics

Getting to Know Microsoft Excel

Creating a New Workbook

Working with Workbooks

Selecting Ranges

Formulas and Functions

Copying Data

Formula Referencing

Font Formatting

Cell Alignment

Row and Column Formatting

Number Formatting

Printing

Creating Charts