



Excel 2010 Introduction

Target Audience & Purpose

Excel Introduction is for people new to Spreadsheets, and for self-taught users to enhance their knowledge. It is a pre-requisite for the Intermediate course.

Objectives

By the end of the course participants should be able to:

- Recognise the main areas of the Excel window & workbook
- Enter, edit & delete data in a workbook
- Create workbooks using formulae & functions, including SUM, AVERAGE, MAX & MIN
- Use formatting to improve the presentation of the spreadsheet
- Set print settings and print the spreadsheet

Exploring Excel

Start Excel
Use the Interface
Use Backstage View
Explore Excel Options
Work with Worksheets
Use the Ribbon
Hide the Ribbon
Mini Toolbar
Customize Status Bar
Exit Excel

Using Basic Workbook Skills

Use KeyTips
Scroll Bar Shortcut Menu
Go To Dialog Box
Enter Text and Numbers into Cells
Save, Close and Open Workbooks
Create a New Workbook
Data Entry Shortcuts
Edit Cell Entries

Working with Ranges

Use Ranges
Select Ranges with Mouse & Keyboard
Select Non-adjacent Ranges
Enter Values into a Range
Use Auto Fill

Creating Simple Formulas

Use Formulas
Use Functions
AutoSum Button & AutoSum List
Formula AutoComplete
Insert and Edit Functions in Formulas
AutoCalculate Feature
Range Borders to Modify Formulas
Check Formula Errors

Copying & Moving Data

Copy/Cut and Paste Data
Copy & Paste Formulas
Paste Options Button
Paste List
Clipboard Task Pane
Fill Cells
Drag-&-Drop Editing

Formatting Numbers and Text

Use Currency, Percent and Comma Style
Change Decimal Places,
Change Text Appearance
Rotate, Wrap & Shrink Text in a Cell
Change Cell Alignment
Change Text Indentation

Formatting Cells

Use Merge and Centre Button
Change Vertical Alignment
Split Cells
Use Borders Button
Use Fill Colour Button
Paste Formats
Use Format Painter Button, Copy Formats to Non-Adjacent Cells,
Clear Formats

Working with Columns & Rows

Select Columns & Rows
Use Narrow Column Tooltips
Change Column Width and Row Height
Adjust Columns Automatically
Hide and Unhide Columns and Rows
Insert Columns and Rows
Delete Columns and Rows

Using Large Worksheets

Change Magnification
Full Screen View
Splitting the Window
Freezing Panes

Using Page Setup

Set Margin and Centre Options
Change Page Orientation
Change Page Setup Options
Create Headers and Footers

Printing

Preview a Worksheet
Print Current Worksheet
Print a Selected Range
Print a Page Range
Print Multiple Copies

Course Duration

One Day 9:00am to 4:00pm

Venue: 3-5 Bennett Street (Gr. Fl.)
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