



MS Excel 2010 Essentials



Work more efficiently and effectively using the 2010 version of the world's most popular spread sheeting program.

Excel 2010 Essentials Training Course

Excel 2010 Essentials Training Course Foreword

Excel is the world's premier spread sheet software. You can use Excel to analyse numbers, keep track of data, and graphically represent your information. With Excel 2010, you can manage more data than ever, with increased worksheet and workbook sizes. Excel also makes your job easier by providing an easy to use interface, and an array of powerful tools to help you turn your data into useable information – and better information leads to better decision making!

Who should attend?

Anyone that wants to use Excel more efficiently – and understand completing the common function in the 2010 environment including printing, formatting and use of formulas.

Course length

1-day

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| <p><i>Excel 2010 Training Course - Lesson 1</i> Getting Started</p> <ul style="list-style-type: none">• Workshop Objectives | <p><i>Excel 2010 Training Course - Lesson 2</i> Opening and Closing Excel</p> <ul style="list-style-type: none">• Opening Excel• Understanding the Interface• Using Backstage View• Understanding Worksheets• Understanding Workbooks |
| <p><i>Excel 2010 Training Course - Lesson 3</i> Your First Worksheet</p> <ul style="list-style-type: none">• Entering Data• Editing Data• Using the Wrap Command• Adding Rows and Columns• Checking Your Spelling | <p><i>Excel 2010 Training Course - Lesson 4</i> Working with Excel Files</p> <ul style="list-style-type: none">• Saving Files• Publishing Files to PDF• Sending Files via E-Mail• Closing Files• Opening Files |
| <p><i>Excel 2010 Training Course - Lesson 5</i> Viewing Excel Data</p> <ul style="list-style-type: none">• An Overview of Excel's Views• Switching Views• Creating Custom Views• Using Zoom• Switching Between Open Files | <p><i>Excel 2010 Training Course - Lesson 6</i> Printing Excel Data</p> <ul style="list-style-type: none">• An Overview of the Page Layout Tab• Setting Up Your Page• Using Print Preview• Printing Data |



Excel 2010 Training Course - Lesson 7 **Building Formulas**

- The Math Basics of Excel
- Building a Formula
- Editing a Formula
- Copying a Formula
- Relative vs. Absolute References

Excel 2010 Training Course - Lesson 8 **Using Excel Functions**

- Formulas vs. Functions
- Using the SUM Function
- Using Other Basic Excel Functions
- Understanding the Formulas Tab
- Using the Status Bar to Perform Calculations
- Understanding the New Function Names

Excel 2010 Training Course - Lesson 9 **Using Time Saving Tools**

- Using AutoFill
- Using AutoComplete
- Sorting Data
- Filtering Data
- Adding Sparklines

Excel 2010 Training Course - Lesson 10 **Formatting Your Data**

- Changing the Appearance of Text
- Changing the Appearance of Numbers
- Setting Alignment Options
- Using Merge
- Removing Formatting

Excel 2010 Training Course - Lesson 11 **Advanced Formatting Tools**

- Adding Borders
- Adding Fill Color
- Using Cell Styles
- Using Conditional Formatting
- Changing the Theme

Excel 2010 Training Course - Lesson 12 **Wrapping Up**

- Words from the Wise

Excel 2010 Essentials is one of the IT Training Courses delivered by **contract trainers** in Brisbane, Sydney, Canberra, Melbourne, Adelaide and Perth.

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