

Microsoft Office Excel 2010: Basic (R2)

Course Overview

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.

Course Outline

<u>Course Introduction</u>	1m
<u>Unit 01 - Getting Started</u>	17m
Topic A: Spreadsheet Terminology Spreadsheet Components	
Topic B: The Excel Environment Excel Window Components Enhanced ScreenTips Demo - B-1: Examining Excel Window Components	
Topic C: Getting Help The Excel Help Window Demo - C-1: Getting Help with Using Excel	
Topic D: Navigating a Worksheet Worksheet Navigation Methods Demo - D-1: Navigating a Worksheet Unit 01 Review	
<u>Unit 02 - Entering and Editing Data</u>	28m
Topic A: Entering and Editing Text and Values Spreadsheet with Text and Values Demo - A-1: Entering Text and Values Editing Text and Values Demo - A-2: Editing Cell Contents Using AutoFill Using AutoFill to Fill a Month Series Demo - A-3: Using AutoFill to Fill a Series	
Topic B: Entering and Editing Formulas Formulas Operators Demo - B-1: Creating a Basic Formula Entering Formulas Entering Cell References with Mouse Order of Operations Demo - B-2: Entering Cell References with the Mouse Demo - B-3: Editing a Formula	

Demo – B-4: Working with the Order of Operations

Topic C: Working with Pictures

Add an Image to a Worksheet

Worksheet with a Picture

Demo - C-1: Inserting and Modifying a Picture

Topic D: Saving and Updating Workbooks

Saving Workbooks

Demo - D-1: Saving a New Workbook

Demo - D-2: Saving a File as an Excel 97-2003 Workbook

Saving a Worksheet as a PDF

Demo - D-3: Saving a Worksheet as a PDF File

Demo - D-4: Editing and Updating a Workbook

Unit 02 Review

Unit 03 - Modifying a Worksheet

33m

Topic A: Moving and Copying Data

Moving Data in Worksheets

Demo - A-1: Moving Data in a Worksheet

Copying Data

Demo - A-2: Copying Data in a Worksheet

Moving Data by Dragging It

Copying Data by Dragging It

Demo - A-3: Moving and Copying Data by Using Drag-and-Drop

The Office Clipboard

Demo - A-4: Using the Clipboard Task Pane

Topic B: Moving and Copying Formulas

Relative References

Demo - B-1: Moving a Formula

Demo - B-2: Copying a Formula

Demo - B-3: Using AutoFill to Copy a Formula

Demo - B-4: Using Paste Link

Topic C: Absolute and Relative References

Demo - C-1: Observing the Limitations of Relative References

Absolute References

Mixed References

Demo - C-2: Applying Absolute References

Topic D: Inserting and Deleting Ranges, Rows, and Columns

Inserting a Range

Demo - D-1: Inserting a Range of Cells

Inserting Rows or Columns

Demo - D-2: Inserting Rows

Deleting a Range

Demo - D-3: Deleting a Range of Cells

Unit 03 Review

Unit 04 - Functions

30m

Topic A: Entering Functions

Function

Arguments

Range Reference

The Error Checking Button
The Trace Error Button
Syntax Errors
Demo - A-1: Entering a SUM Function
Demo - A-2: Using the Mouse to Enter a Function Argument
Demo - A-3: Entering a Function in the Formula Bar
Inserting Functions
Demo - A-4: Inserting a Function
Topic B: AutoSum
AutoSum Button
Demo - B-1: Using AutoSum
Topic C: Other Common Functions
AVERAGE Function
Demo - C-1: Using AVERAGE
MIN Function
Demo - C-2: Using MIN
MAX Function
Demo - C-3: Using MAX
COUNT Function
Demo - C-4: Using COUNT and COUNTA
Unit 04 Review

Unit 05 - Formatting

47m

Topic A: Text Formatting

The Font Group
Demo - A-1: Formatting Text
Selecting a Non-Contiguous Range
Demo - A-2: Formatting a Non-Contiguous Range
Formatting Cells
Demo - A-3: Using the Format Cells Dialog Box to Format Text

Topic B: Row and Column Formatting

Changing Column Widths
Demo - B-1: Changing Column Width and Row Height
Demo - B-2: Applying Color to a Row
The Merge & Center Button
Demo - B-3: Setting Alignment
The Borders Menu
Demo - B-4: Applying Borders to Cell Ranges
Using the Border-Drawing Pencil
Demo - B-5: Using the Border-Drawing Pencil
Paste Special Dialog Box

Topic C: Number Formatting

Number Formatting
Demo - C-1: Using the Number Group to Format Numbers
The Number Tab
Demo - C-2: Exploring the Number Tab

Topic D: Conditional Formatting

Conditional Formatting Menu
New Formatting Rule Dialog Box
Rules Manager

Demo - D-1: Creating a Conditional Format
Demo - D-2: Editing and Deleting a Conditional Format
Topic E: Additional Formatting Options
Copying and Clearing Formats
Demo - E-1: Copying Formats
Demo - E-2: Using AutoFill to Copy a Format
Applying a Cell Style
The Cell Styles Gallery
Format a Table
Demo - E-3: Applying Cell Styles
Demo - E-4: Applying Table Styles and Sorting Data
Demo - E-5: Using Find and Replace to Change Formatting
Unit 05 Review

Unit 06 - Printing

28m

Topic A: Preparing to Print

Using the Spelling Checker
Demo - A-1: Checking Spelling in a Worksheet
Using Find and Replace
Demo - A-2: Finding and Replacing Text
Page Layout View
Demo - A-3: Previewing a Worksheet

Topic B: Page Setup Options

Changing Scaling Settings
Demo - B-1: Setting Page Orientation and Scaling
Setting Custom Margins
Demo - B-2: Adjusting Margins
Adding Headers and Footers
Demo - B-3: Creating Headers and Footers
Demo - B-4: Formatting Headers and Footers
Demo - B-5: Printing Gridlines and Headings

Topic C: Printing Worksheets

Sheet Options in Page Setup
When You're Ready to Print...
Printing a Selection
Demo - C-1: Printing a Selected Range
Unit 06 Review

Unit 07 - Charts

17m

Topic A: Chart Basics

Creating a Chart
Demo - A-1: Creating a Chart
Demo - A-2: Moving a Chart Within a Workbook
Chart Elements
Demo - A-3: Examining Chart Elements
Demo - A-4: Creating and Editing a Pie Chart

Topic B: Formatting Charts

Changing the Chart Type
Demo - B-1: Applying Chart Types and Chart Styles
Adding Axis Labels

Demo - B-2: Modifying Chart Elements
Unit 07 Review

Unit 08 - Managing Large Workbooks

34m

Topic A: Viewing Large Worksheets

Freezing Rows and/or Columns
Arranging Windows
Demo - A-1: Locking Rows and Columns
Demo - A-2: Opening and Arranging New Windows
Splitting a Worksheet into Panes
Demo - A-3: Splitting a Worksheet into Panes
Hiding a Column
Unhiding Columns
Hidden Columns
Demo - A-4: Hiding and Unhiding Columns and Worksheets
Demo - A-5: Minimizing the Ribbon

Topic B: Printing Large Worksheets

Set Print Titles for a Worksheet
Demo - B-1: Setting Print Titles
Page Break Preview
Demo - B-2: Adjusting Page Breaks
Demo - B-3: Inserting Different Even and Odd Headers

Topic C: Working with Multiple Worksheets

Demo - C-1: Navigating Between Worksheets
Renaming a Worksheet
Formatting Worksheet Tabs
Demo - C-2: Naming Worksheets and Coloring Tabs
Inserting a Worksheet
Moving a Worksheet
Deleting a Worksheet
Demo - C-3: Working with Multiple Worksheets
Printing Multiple Worksheets
Demo - C-4: Previewing and Printing Multiple Worksheets
Unit 08 Review

Unit 09 – Graphics and Screenshots

20m

Topic A: Conditional Formatting with Graphics

Data Bars
Conditional Formatting Rules Manager
Demo A-1: Creating Data Bars
Color Scales
Demo A-2: Using Color Scales
Icon Sets
Demo A-3: Creating Icon Sets

Topic B: SmartArt Graphics

Creating SmartArt Graphics
Demo B-1: Inserting a SmartArt Graphic
Quick Style and Bevel Effects
Demo B-2: Modifying a SmartArt Graphic

Topic C: Screenshots

Insert a Screenshot

Demo C-1: Inserting a Screenshot

Clip a Portion of a Screen

Demo C-2: Modifying a Screenshot

Unit 09 Review

Course Closure

Total Duration: 4h 15m