

## Microsoft Excel 2010 Introduction

### Course length

1 day

### Who is it for?

This course is designed for people who are keen to extend their understanding and knowledge of the software. The course assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of PCs and Windows.

### What will I learn?

On completion of this course participants should be able to:

- Work within the basic Excel environment
- Find the information you need in help
- Create a new workbook
- Open and navigate within workbooks and worksheets
- Use a range of techniques to work with worksheets
- Make changes to data in a workbook
- Understand and work with ranges in a worksheet
- Copy and paste data in Excel
- Use the fill operations available to fill a data series
- Move the contents of cells and ranges within and between workbooks
- Understand, create and work with formulas and functions used to perform calculations
- Understand and use formula cell referencing to create more complex formulas
- Use font formatting techniques to greatly enhance the look of a worksheet
- Align the contents of cells in a number of ways
- Format rows and columns in a worksheet
- Understand and use the number formatting features in Excel
- Create effective charts in Microsoft Excel
- Create a range of common charts
- Print your workbook data

### Course style

The course will be highly interactive, encouraging participation and making use of exercises. There will be the opportunity for skills practice and review in each section.

### Course materials

Course manuals are provided to each delegate to support topics covered on the workshop. Certificates of attendance will be presented to each participant after training has been completed.

## Course contents

### Getting to know Excel

- Starting Excel
- The Excel screen
- Using the ribbon
- Using keytip badges
- Minimising the ribbon
- Shortcut menus
- Using shortcut menus
- Understanding dialog boxes
- Launching dialog boxes
- The quick access toolbar
- Customising the quick access toolbar
- The office button
- Using the office button
- The status bar
- Customising the status bar
- Exiting safely from Excel

### Getting help

- Understanding how help works
- Accessing the help window
- Browsing for help
- Returning to the home page
- Using the table of contents
- Searching using keywords
- Disconnecting online help
- Printing a help topic
- Working with screen tips
- Dialog box help
- Other sources of help

### Creating a new workbook

- Understanding workbooks
- Using the blank workbook template
- Typing text into a worksheet
- The save as dialog box
- Saving a new workbook
- Typing numbers into a worksheet
- Typing simple formulas in a worksheet
- Easy formulas
- Typing dates in a worksheet
- Easy formatting
- Checking spelling in a worksheet
- Making and saving changes
- Safely closing a workbook

### Working with workbooks

- Moving about a worksheet
- Going to a specific location
- The open dialog box

### Worksheet techniques

- Inserting and deleting worksheets
- Copying a worksheet
- Renaming a worksheet
- Moving a worksheet
- Hiding a worksheet

- Unhiding a worksheet
- Copying a worksheet to another workbook
- Moving a worksheet to another workbook
- Changing worksheet tab colours
- Grouping worksheets
- Hiding rows and columns
- Unhiding rows and columns
- Freezing rows and columns
- Splitting windows

### Editing in a workbook

- Understanding data editing
- Overwriting cell contents
- Editing longer cell entries
- Editing formulas
- Editing functions
- Clearing a cell
- Deleting in a worksheet
- Undoing and redoing operations

### Selecting ranges

- Understanding ranges
- Selecting ranges
- Selecting non-contiguous ranges
- Using special selection techniques
- Selecting larger ranges
- Selecting rows
- Selecting columns
- Viewing range calculations
- Creating an input range

### Copying Excel data

- Understanding copying in Excel
- Using fill for quick copying
- Copying from one cell to another
- Copying from one cell to a range
- Copying from one range to another
- Copying relative formulas
- Copying to a non-contiguous range
- Copying to another worksheet
- Copying to another workbook

### Filling data

- Filling a series
- Filling a growth series
- Filling a series backwards
- Filling using options
- Creating a custom fill list
- Modifying a custom fill list
- Deleting a custom fill list

### Moving data

- Understanding moving in Excel
- Moving cells and ranges
- Moving data to other worksheets
- Moving data to other workbooks

## Formulas and functions

- Understanding formulas
- Creating formulas that add
- Creating formulas that subtract
- Formulas that multiply and divide
- Understanding functions
- Using the sum function to add
- Summing non-contiguous ranges
- Calculating an average
- Finding a maximum value
- Finding a minimum value
- More complex formulas
- What if formulas

## Formula referencing

- Absolute versus relative referencing
- Relative formulas
- Problems with relative formulas
- Creating absolute references
- Creating mixed references

## Font formatting

- Understanding font formatting
- Working with live preview
- Changing fonts
- Changing font size
- Growing and shrinking fonts
- Making cells bold
- Italicising text
- Underlining text
- Changing font colours
- Changing background colours
- Using the format painter
- Applying strikethrough
- Subscripting text
- Superscripting text

## Cell alignment

- Understanding cell alignment
- Aligning right
- Aligning to the centre
- Aligning left
- Aligning top
- Aligning bottom
- Aligning to the middle
- Rotating text
- Indenting cells
- Wrapping and merging text
- Merging and centring
- Merging cells
- Unmerging cells

## Row and column formatting

- Approximating column widths
- Setting precise column widths
- Setting the default column width
- Approximating row height
- Setting precise row heights
- Hiding rows and columns
- Unhiding rows and columns

## Number formatting

- Understanding number formatting
- Applying general formatting
- Formatting as currency
- Formatting percentages
- Formatting as fractions
- Formatting as dates
- Using the thousands separator
- Increasing and decreasing decimals

## Creating charts

- Understanding the charting process
- Choosing the chart type
- Creating a new chart
- Working with an embedded chart
- Resizing a chart
- Dragging a chart
- Printing an embedded chart
- Creating a chart sheet
- Changing the chart type
- Changing the chart layout
- Changing the chart style
- Printing a chart sheet
- Embedding a chart into a worksheet
- Deleting a chart

## Common chart types

- Understanding common chart types
- Creating a column chart
- Creating a line chart
- Creating a pie chart
- Creating a bar chart
- Creating an area chart
- Creating a scatter chart
- Other chart types

## Printing

- Understanding printing
- Previewing before you print
- Performing a quick print
- Selecting a printer
- Printing a range
- Printing an entire workbook
- Specifying the number of copies
- The print dialog box

## How do I book?



Call us now on 020 8658 6994



Email us at [admin@alphatraining.com](mailto:admin@alphatraining.com)



Download our public course schedule



**Tel:** 020 8658 6994  
**Email:** [admin@alphatraining.com](mailto:admin@alphatraining.com)  
**Web:** [www.alphatraining.com](http://www.alphatraining.com)