Microsoft Excel 2010 – Level 1

Course Introduction

In this course, students learn to create and manage worksheets and workbook files; enter data and create basic formulas to perform calculations. They learn to edit and manipulate cell content, modify worksheet structure, view and format worksheets, and use Excel's predefined functions. Students use the Find and Replace feature, use themes to format workbooks and practice preparing, previewing, and printing worksheets.

Students accomplish the learning objectives for each module through a series of hands-on tasks, for which they are given step-by-step instructions and desired result checkpoints. The tasks provide ample opportunity for students to practice, apply, and develop the skills covered in the course.

A practice exercise and review questions are included at the end of each module to measure progress and reinforce the skills learned. There is also a lab exercise at the end of the course to provide further practice and review to reinforce the topics learned throughout the course, and to help prepare students for the exam.

Course Prerequisite(s)

Introduction to Windows course, or equivalent.

Course Aim

To provide an overview and introduction to Microsoft Excel 2010, in order to create and manipulate spreadsheets.

Of Interest to

Those interested in preparing and maintaining financial statements, and other reports in an up-to-date office spreadsheet environment.

Course Breakdown

Module 1:

Closing, and Saving Files; Entering Data; Using Data Entry Time-Saving Features; Getting Help While You Work

Module 2:

Viewing a Worksheet; Splitting a Window; Hiding Rows, Columns, and Worksheets; Viewing Multiple Worksheets and Saving a Workspace or Custom View; Navigating and Selecting in Worksheets and Workbooks; Using Find, Go To, and Go To Special to Navigate to Specific Information in a Worksheet and Workbook; Working with Multiple Workbooks; Organizing Worksheets in a Workbook; Managing Workbook Files

Module 3:

Using AutoCalculate; Creating a Basic Formula; Using Cell References in a Formula; Techniques for Entering Cell References; Troubleshooting a Formula; Editing Cell Content; Moving and Copying Cell Content; Inserting, Deleting, Merging, and Splitting Cells; Inserting and Modifying Rows and Columns

Module 4:

Understanding Functions; Inserting Functions; Nesting Functions; Using Math & Trig Functions; Using Statistical Functions; Using Date and Time Functions

Module 5:

Formatting Cells with Styles and Color; Applying Borders; Changing Cell Alignment; Formatting Text; Converting Text to Columns; Formatting Values; Applying Themes; Changing Sheet Tab Colors; Changing Sheet Background

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Module 6:

Using Find and Replace; Using Spell Checker; Setting the Print Area; Adjusting Page Setup Options; Using Print Preview; Using Page Break Preview; Using the Print Section in Backstage View; Displaying and Printing Formulas

Lab Exercise

Course Notes

Course manual is provided for on-going reference. There is a final exam upon completion of the course. Participants who receive 75% or higher on their exam will receive a certificate.

Next Level

Microsoft Excel 2010 – Level 2 (EXC10P2)

Method of Delivery

Integrated Learning™ System (ILS*Plus*) training facilitated by Academy of Learning College facilitators.