



# Excel 2010

## Course Outline

Beginning Level – 6 Hour Class

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### Using Excel 2010

- The Excel Cell Referencing System
- Entering Numbers and Text
- Worksheets and Workbooks
- Saving a Workbook
- Creating a New Workbook
- Opening a Workbook
- Switching between Workbooks

### Selection Techniques

- Selecting a Cell, cell range, row & column.

### Manipulating Rows and Columns

- Inserting Rows & Columns
- Deleting Rows & Columns
- Column Widths & Row Heights
- Hiding Columns & Rows

### Manipulating Cells and Cell Content

- Copying a Cell or Range Contents
- Deleting Cell Contents
- Moving the Contents of a Cell or Range.
- Editing Cell Content
- Undo and Redo
- AutoFill
- Sorting
- Searching and Replacing

### Worksheets

- Renaming a Worksheet
- Inserting a New Worksheet
- Deleting a Worksheet
- Copying and moving a Worksheet

### Font Formatting

- Font Type & Font Size
- Bold, Italic, Underline
- Cell Border Formatting
- Background Color & Font Color

### Alignment Formatting

- Aligning cell contents
- Centering a Title Over a Cell Range
- Cell Orientation
- Text Wrapping

- Format Painter

### Number Formatting

- Decimal Point Display
- Comma Style Formatting
- Currency Symbol
- Date Styles
- Percentages

### Freezing Row and Column Titles

- Freezing Row and Column Titles

### Formulas

- Creating Formulas
- Operators
- Using Operators In Formulas
- Relative & Absolute Cell Referencing

### Functions

- Sum Function
- Average Function
- Max Function
- Min Function
- Count Function
- Counta Function

### Charts

- Inserting different chart types.
- Resizing and deleting a Chart
- Chart Title or Labels
- Chart Background Color
- Column, Bar, Line or Pie Slice Colors
- Copying and Moving Charts

### Setup & Printing Issues

- Margins, Orientation & Page Size
- Headers and Footers
- Printing Issues
- Spell Checking
- Viewing Workbooks Side By Side
- Printing Options

### Customizing Excel

- Modifying Excel Options
- Autocorrect Option