SCREEN SMART
Software Training & Application Development

Microsoft Excel 2010

Introduction (Level 1)   One Day Workshop

You will work in a small group. You will have your own individual PC and will work through a specifically prepared coursebook, under the direction of a highly experienced, technically qualified trainer.

General Description:	This course aims to give the new spreadsheet user a thorough grounding in the basics of spreadsheeting and using Microsoft Excel 2010. Particular emphasis is placed on the importance of accuracy, good formula building techniques, and sound formatting and design principles.
What You Will Learn:	• navigate your way around Microsoft Excel 2010
	• create a new workbook
	• open and navigate within workbooks and worksheets
	• understand and work with ranges in a worksheet
	• understand, create and work with formulas and functions used to perform calculations
	• copy and paste data in Excel
	• 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
	• print your workbook data
	• create effective charts in Microsoft Excel
Target Audience:	This course is designed for users new to Microsoft Excel 2010 and spreadsheetin.

Course Content
The course covers:

Getting To Know Microsoft Excel
- Starting Microsoft Excel
- The Excel 2010 Screen
- How Microsoft Excel 2010 Works
- Using The Ribbon
- Using Ribbon Key Tips
- Minimising The Ribbon
- Understanding The Backstage View
- Accessing The Backstage View
- Using Short Cut Menus
- Understanding Dialog Boxes
- Launching Dialog Boxes

- Understanding The Quick Access Toolbar
- Adding Commands To The QAT
- Understanding The Status Bar
- Exiting Safely From Excel

Creating A New Workbook
- Understanding Workbooks
- Creating A New Workbook
- Typing Text
- Typing Numbers
- Typing Dates
- Typing Formulas
- Saving A New Workbook
- Easy Formulas

- Checking The Spelling
- Making Basic Changes
- Printing A Worksheet
- Safely Closing A Workbook

Working With Workbooks
- Opening An Existing Workbook
- Navigating A Workbook
- Navigating Using The Keyboard
- Using Go To
- Understanding Data Editing
- Overwriting Cell Contents
- Editing Longer Cells
- Clearing Cells

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Selecting Ranges
- Understanding Cells And Ranges
- Selecting Contiguous Ranges
- Selecting Non-Contiguous Ranges
- Using Special Selection Techniques
- Selecting Larger Ranges
- Selecting Rows
- Selecting Columns

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

Copying 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

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

Cell Alignment
- Understanding Cell Alignment
- Aligning Right
- Aligning To The Centre
- Aligning Left
- Rotating Text
- Indenting Cells

Row And Column Formatting
- Approximating Column Widths
- Setting Precise Columns 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

Printing
- Understanding Printing
- Previewing Before You Print
- Selecting A Printer
- Printing A Range
- Printing An Entire Workbook
- Specifying The Number Of Copies
- The Print Options

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
- Defining Custom Errors

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What You Take Away:	At the completion of the course, you get to take away the extensive coursebook for future reference.
What You Need To Know:	This course assumes little or no knowledge of spreadsheets or Microsoft Excel 2010. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment
Measure of Success:	A questionnaire or workshop exercise at the end of each course enables participants to evaluate the success of the course and determine the extent of their enhanced productivity.
Certificate:	Upon successful completion of the workshop, you will be issued with an official course certificate
Which Course Next?:	Microsoft Excel 2010 Intermediate.
Dates & Times:	Please refer to separate workshop schedule.
Course Policies Warranty:	There are no warranties expressed or implied relating to the content or results of attending a Screen Smart course