Excel 2010 Level 1 New User
Entering, managing and presenting data in Excel 2010
3 hours/1 Day

Is this course for you?

You are new to Excel and want an overview of basic techniques, such as data entry, formatting and entering simple calculations.

Pre-requisites

The course assumes that delegates are familiar with:

    using a mouse
    basic operations such as opening and saving files and inserting and editing text.

This course can be run over a full day for delegates who want more time to practice and gain confidence with Excel, and with computers in general.

Course duration

3 hours, including a 15 minute break.

Course objectives

At the end of the course, you will be able to create, save and print workbooks in Excel 2010. You will know how to enter, edit and format data and perform simple calculations.

A handout covering the main course topics will be provided.

Find your way round Excel 2010

    The Excel screen
    Use the Ribbon
    Open, save and print workbooks

The Quick Access toolbar

    Add buttons to the toolbar

Getting help

    Use Excel Help

Creating a workbook

    Create a table of data on a worksheet
    Enter and edit data

Save a workbook

    Save a workbook in Excel 2010 format
    Save a workbook in Excel 2003 format
    Deal with the Compatibility Checker
    Save a workbook in pdf format

Formatting data

    Adjust column widths
    Select cells
    Format data using the Ribbon

Manage worksheets

    Insert and delete rows and columns
    Insert and delete worksheets
    Re-arrange worksheets in a book

Perform calculations

    Add up a column of figures with AutoSum
    Enter formulas to carry out simple calculations
    Use AutoFill to copy formulas

Print worksheets

    Add headers and footers in Page Layout view
    Prepare a document for printing
    Print a worksheet

This is a provisional course outline and may change

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