



# Excel 2010 Level 1 Refresher

## Entering, managing and presenting data in Excel 2010

### 3 hours

---

#### Is this course for you?

You have used Excel before (maybe at school or college) and want to want to refresh and upgrade your basic Excel skills using the latest version of the software.

#### Pre-requisites

The course assumes that delegates are familiar with:

- using a mouse
- basic operations, such as opening and saving files
- data entry and editing in Excel 2010 or a previous version of the software

#### 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
- Use Excel Help

#### The Quick Access Toolbar

- Add buttons to the Toolbar

#### Creating a workbook

- Create a table of data in Excel
- 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
- Use Format Cells

#### 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

#### Work with data in Excel

- Use data entry shortcuts
- Sort and filter data

#### 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**