



## Microsoft® Office Excel 2010: Level 1

### Training Course Content

**Course Objective:** Students will create and edit Excel worksheets and workbooks, use formulas and functions, and apply formatting and printing techniques.

**Prerequisites:** To ensure your success, each student should have a general knowledge of Microsoft Windows and Microsoft Office concepts.

**What's New in 2010:** Enhance your workbooks with new graphic features, including the Remove Background tool, and new designs and capabilities for SmartArt graphics. Get to know the Backstage View and the new and improved excel environment, which can be fully customized. Improved paste options let you see a live preview before you select which paste to use. Users can capture screenshots using the new screenshot tool, which works on any other window, such as other documents, or even the internet.

**Delivery Method:** Instructor-led, group-paced, hands-on classroom training with activities. Additionally, manuals are provided for each student for after class reference.

#### Lesson 1: Creating a Basic Worksheet

Topic 1A: Explore the User Interface  
Topic 1B: Update a Workbook's Properties  
Topic 1C: Navigate and Select Data in Excel  
Topic 1D: Enter Data and Save a Workbook  
Topic 1E: Customize the Quick Access  
Toolbar  
Topic 1F: Obtain Help  
Topic 1G: Use Microsoft office Templates

#### Lesson 2: Performing Calculations

Topic 2A: Calculate with Formulas  
Topic 2B: Calculate with Functions  
Topic 2C: Copy Formulas and Functions  
Topic 2D: AutoFill Options and Series List

#### Lesson 3: Modifying a Worksheet

Topic 3A: Manipulate Data  
Topic 3B: Insert Cells, Columns, and Rows  
Topic 3C: Delete Cells, Columns, and Rows  
Topic 3D: Find and Replace Data in a  
Worksheet  
Topic 3E: Manipulate Worksheet Elements

#### Lesson 4: Formatting a Worksheet

Topic 4A: Modify Fonts  
Topic 4B: Add Borders, Color, and Cell Styles  
Topic 4C: Change Column Width and Height  
Topic 4D: Apply Number Formats  
Topic 4E: Position Cell Contents

#### Lesson 5: Printing Workbook Contents

Topic 5A: Print Workbook Contents  
Topic 5B: Set Page Layout and Print Options  
Topic 5C: Set Page Breaks

#### Lesson 6: Managing Worksheets and Workbooks

Topic 6A: Format Worksheet Tabs  
Topic 6B: Manage a Workbook  
Topic 6C: Manage the View of Worksheets

#### Lesson 7: Inserting Graphic Objects

Topic 7A: Insert and Modify Pictures and  
ClipArt  
Topic 7B: Draw and Modify Shapes  
Topic 7C: Illustrate Workflow Using SmartArt  
Topic 7D: Layer and Group Graphic Objects