



Microsoft Excel 2010 Basic and Intermediate (12 Hours)

Getting Started

- Spreadsheets
- File Ribbon Tab
- Ribbon
- Quick Access Toolbar
- Formatting Value
- Creating a Custom Number
- Changing Column Width and Row Height
- Hide or Unhide Rows and Columns
- Merge Cells
- Align Cell Contents

Working with a Workbook

- Create a Workbook
- Save a workbook
- Open a Workbook
- Entering a Data

Developing a Workbook

- Format Worksheet Tab
- Reposition Worksheets in a Workbook
- Insert and Delete Worksheets
- Copy and Paste Worksheet

Manipulating Data

- Select Data
- Copy and Paste
- Cut and Paste
- Undo and Redo
- Auto Fill

Page Properties and Printing

- Set Print Titles
- Create a Header and Footer
- Set Page Margins
- Change Page Orientation
- Set Page Breaks
- Print a Range

Modifying a Worksheet

- Insert Cells, Rows and Columns
- Delete Cells, Rows and Columns
- File and Replace
- Go To Command
- Spell Check

Charts

- Create a Chart
- Modifying a Chart
- Chart Tools
 - Pie Chart and Column Chart Example

Performing Calculations

- Entering Formulas
- Calculate with Functions
- Function Library
- Relative, Absolute and Mixed References
- Linking Worksheets

Sort and Filter

- Basic Sorts
- Custom Sorts
- Filtering

Formatting a Worksheet

- Convert Text to Columns
- Modify Fonts
- Format Cells Dialog Box
- Add Borders and Colors to Cells

Customize the Layout

- Split a Worksheet
- Freeze Rows and Column
- Hide and Unhide Worksheets