

Excel 2010 — Basic

What does this course offer you?

You will learn all the basic functions of Excel 2010 systematically by creating tables, entering data and designing it appropriately. For your calculations, you will work with formulas and use relative and absolute cell references. In addition, you will use some of the functions provided by Excel for your calculations. You will create and edit charts. Finally, you will gain some practical tips for printing Excel tables.



The primary subject matter of the course:

Using the program

- Opening and closing Excel
- Creating new workbooks
- Saving workbooks
- Saving a workbook under a different file type
- Switching between open workbooks
- Excel options
- Receiving help on the program
- Views
- The Excel application window

Managing worksheets

- Selecting rows and columns
- Inserting or deleting cells
- Changing column width or row height
- Freezing rows and columns
- Worksheets: order and navigation
- Inserting and deleting worksheets
- Good practice: Naming worksheets
- Working with workbooks

Formatting

- Formatting numbers
- Formatting text
- Assigning background color
- Copying formats
- Automatic and manual line break
- Merging cells
- Aligning cell content
- Assigning borders and lines

Cells

- Entering data
- Changing and deleting cell content
- Good practice: Creating lists
- Selecting cells
- Undoing actions
- Searching for and replacing specific cell content
- Sorting sheets
- Filtering sheets
- Copying and moving using drag & drop
- Using the Auto Fill function
- Copying and moving using the Clipboard

Formulas and functions

- Good practice: Creating formulas
- Composing and entering formulas
- Relative references
- Absolute references
- Composition and entering functions
- Structure of the IF function
- Using the IF function
- Finding errors in formulas

Charts

- Creating charts
- Selecting different chart types
- Changing chart types
- Editing charts
- Editing chart titles
- Editing chart elements
- Editing more chart elements
- Sparklines

Preparing a hard copy

- Working with different views
- Specifying print options
- Using headers and footers
- Checking content
- Specifying more printing options
- Specifying column and line headings
- Printing

What do you need to know in advance of this course?

Basic knowledge of how to use a mouse and keyboard is required.

What does this course include?

Alongside the lessons for imparting knowledge, it also includes practice exercises and test questions.

Number of lessons: 59 **Run time approx. 7,5 hours**
(Content subject to possible changes)