



Microsoft Excel 2010 Basics Course Outline

Section 1 - Excel Basics

- Starting Excel
- Fluent User Interface
- File Backstage view
- Excel Options
- Quick Access Toolbar
- Customize the Ribbon
- Dialog Box Launcher
- Getting Help
- Exiting Excel

Section 2 - Worksheets

- Entering and editing data
- Deleting data / Using Undo
- Saving a File
- Print Tools
- Opening and closing workbooks
- Using Save As
- Recent Documents in Windows 7
- Jump Lists on the Taskbar/Start Menu
- Creating New Workbooks
- Aero Peek Preview

Section 3 - Formulas and Functions

- The Formula Bar
- Creating Simple Formulas
- Displaying Formulas
- Functions and Function Arguments
- Selecting Cells and Ranges

Section 4 - Editing Worksheets

- Cut, Copy and Paste
- Clipboard Task Pane
- Using Drag-and-Drop
- Using the Shortcut Menu
- Copy using AutoFill
- Copy Formulas
- Inserting/Deleting Rows / Columns
- Page Setup, Page Breaks, Margins
- Print Settings

Section 5 - Formatting Worksheets

- Adjusting Column Width
- Using AutoFill for Data Series
- Entering data in a Range
- Formatting Dates/ Numbers
- Applying Cell Formats
- Font Formats
- Removing Cell Formats
- Aligning Cell Entries/Titles
- Borders and Shading
- Conditional Formatting
- Format Painter
- Spell Check
- Adding, Renaming, and Deleting
Worksheets

Section 6 - Large Worksheets

- Freeze Panes and Splits
- Zoom
- Print Scaling
- Range Names
- Print selections