

EXCEL 2010 Class Syllabus

Learning Worksheet Fundamentals

- Understand basic workbook concepts
- Understand the elements of the excel window
- Create a workbook
- Create a workbook from a template
- Select cells
- Use undo and redo
- Enter text, numbers and dates in a workbook
- Enter a range of data
- Edit cell contents
- Save a workbook for the first time
- Close a workbook and quit excel

Editing and Formatting Worksheets

- Format numeric data
- Adjust the size of rows and columns.
- Align cell contents
- Create and apply conditional formats.
- Find and replace cell contents.
- Insert and delete row and columns.
- Cut, copy and paste.

Formatting Worksheets

- Format text and numbers
- Create and modify styles
- Use Format Painter
- Add borders and shading to cells
- Merge cells
- Wrap text in a cell

Changing Print Options

- Add a header and footer to a worksheet
- Change margins and center a worksheet
- Change the page orientation
- Change the scale of a worksheet
- Insert and delete manual page breaks
- Set and clear print areas
- Set other print options

Worksheets & Workbook

- Autocomplete
- Use numbered series and AutoFill.
- Hide and unhide rows and columns.
- Freeze and unfreeze rows and columns.
- Split and unsplit windows
- Reordering worksheets.
- Add and delete worksheets.
- Rename worksheets.
- Limit the data that appears on the screen (filtering).
- Sort data.

Performing Basic Calculations

- Formula basics
- Move or copy formulas
- Create formulas using cell references
- Create formulas using functions
- Work with the formula tab
- Show formulas
- Create 3 dimensional formulas
- Link workbooks

Excel 2010 Charts

- Chart basics
- Elements of a chart
- Create a chart
- Move, Resize & Delete charts
- Chart & Axis Titles
- Move & format chart elements
- Change the chart type & organize the source data
- Preview and print charts
- Update data and format the Axes
- Add gridlines and arrows
- Show Sparklines