Excel 2010 - Part 1

Overview

In this course, students will use Microsoft® Office Excel® 2010 to create spreadsheets and workbooks that they can use to store, manipulate, and share data.

Prerequisite Comments

To be successful in this course, you should be familiar with using personal computers and you should have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Target Audience

This course is intended for students who wish to gain the foundational understanding of Microsoft Office Excel 2010 that is necessary to create and work with electronic spreadsheets.

Course Objectives

Upon successful completion of this course, you will be able to create and develop Excel worksheets and workbooks in order to work with and analyze the data that is critical to the success of your organization. You will:
- Get started with Microsoft Office Excel 2010.
- Perform calculations.
- Modify a worksheet.
- Format a worksheet.
- Print workbooks.
- Manage workbooks

Course Outline

Register Online

Schedule

Class Length: 1 Day

G2R = "Guaranteed to Run" | OLL = "Online LIVE"
ILT = "Instructor-Led-Training"

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Mode</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/20/19</td>
<td>G2R 6:00AM - 2:00PM</td>
<td>NHCLC</td>
<td>OLL</td>
<td>$295.00</td>
</tr>
<tr>
<td>09/20/19</td>
<td>G2R 6:00AM - 2:00PM</td>
<td>NHCLC</td>
<td>OLL</td>
<td>$295.00</td>
</tr>
<tr>
<td>10/04/19</td>
<td>G2R 6:00AM - 2:00PM</td>
<td>NHCLC</td>
<td>OLL</td>
<td>$295.00</td>
</tr>
<tr>
<td>10/21/19</td>
<td>G2R 6:00AM - 2:00PM</td>
<td>NHCLC</td>
<td>OLL</td>
<td>$295.00</td>
</tr>
<tr>
<td>10/31/19</td>
<td>G2R 6:00AM - 2:00PM</td>
<td>NHCLC</td>
<td>OLL</td>
<td>$295.00</td>
</tr>
<tr>
<td>11/15/19</td>
<td>G2R 6:00AM - 2:00PM</td>
<td>NHCLC</td>
<td>OLL</td>
<td>$295.00</td>
</tr>
<tr>
<td>11/27/19</td>
<td>G2R 8:00AM - 4:00PM</td>
<td>NHCLC</td>
<td>OLL</td>
<td>$295.00</td>
</tr>
<tr>
<td>12/06/19</td>
<td>G2R 6:00AM - 2:00PM</td>
<td>NHCLC</td>
<td>OLL</td>
<td>$295.00</td>
</tr>
<tr>
<td>12/20/19</td>
<td>G2R 6:00AM - 2:00PM</td>
<td>NHCLC</td>
<td>OLL</td>
<td>$295.00</td>
</tr>
<tr>
<td>01/03/20</td>
<td>G2R 6:00AM - 2:00PM</td>
<td>NHCLC</td>
<td>OLL</td>
<td>$295.00</td>
</tr>
<tr>
<td>01/17/20</td>
<td>G2R 8:00AM - 4:00PM</td>
<td>NHCLC</td>
<td>OLL</td>
<td>$295.00</td>
</tr>
<tr>
<td>02/04/20</td>
<td>G2R 6:00AM - 2:00PM</td>
<td>NHCLC</td>
<td>OLL</td>
<td>$295.00</td>
</tr>
<tr>
<td>02/18/20</td>
<td>G2R 6:00AM - 2:00PM</td>
<td>NHCLC</td>
<td>OLL</td>
<td>$295.00</td>
</tr>
<tr>
<td>03/03/20</td>
<td>G2R 6:00AM - 2:00PM</td>
<td>NHCLC</td>
<td>OLL</td>
<td>$295.00</td>
</tr>
<tr>
<td>03/18/20</td>
<td>G2R 6:00AM - 2:00PM</td>
<td>NHCLC</td>
<td>OLL</td>
<td>$295.00</td>
</tr>
<tr>
<td>03/31/20</td>
<td>G2R 8:00AM - 4:00PM</td>
<td>NHCLC</td>
<td>OLL</td>
<td>$295.00</td>
</tr>
<tr>
<td>04/14/20</td>
<td>G2R 6:00AM - 2:00PM</td>
<td>NHCLC</td>
<td>OLL</td>
<td>$295.00</td>
</tr>
<tr>
<td>04/28/20</td>
<td>G2R 6:00AM - 2:00PM</td>
<td>NHCLC</td>
<td>OLL</td>
<td>$295.00</td>
</tr>
<tr>
<td>05/13/20</td>
<td>G2R 6:00AM - 2:00PM</td>
<td>NHCLC</td>
<td>OLL</td>
<td>$295.00</td>
</tr>
<tr>
<td>05/27/20</td>
<td>G2R 8:00AM - 4:00PM</td>
<td>NHCLC</td>
<td>OLL</td>
<td>$295.00</td>
</tr>
<tr>
<td>06/12/20</td>
<td>G2R 6:00AM - 2:00PM</td>
<td>NHCLC</td>
<td>OLL</td>
<td>$295.00</td>
</tr>
</tbody>
</table>
Getting Started with Microsoft Office Excel 2010

Navigate the Excel User Interface
Use Excel Commands
Create and Save a Basic Workbook
Enter Cell Data
Use Excel Help

Performing Calculations
Create Worksheet Formulas
Insert Functions
Reuse Formulas

Modifying a Worksheet
Insert, Delete, and Adjust Cells, Columns, and Rows
Search for and Replace Data
Use Proofing and Research Tools

Formatting a Worksheet
Modify Fonts
Add Borders and Colors to Worksheets
Apply Number Formats
Align Cell Contents
Apply Styles and Themes
Apply Basic Conditional Formatting
Create and Use Templates

Printing Workbooks
Preview and Print a Workbook
Define the Page Layout

Managing Workbooks
Manage Worksheets
Manage Workbook and Worksheet Views
Manage Workbook Properties

Related Courses, Certifications, Exams

- Excel 2010 - Part 2
- Excel 2010 - Part 3
- Microsoft Office Specialist on Microsoft Office 2010
- 77-882 - Microsoft Office Specialist for Excel 2010