

MOS Excel 2010 Core

Course Aims

The course empowers the trainee to understand the basic concepts of spreadsheets and to demonstrate the ability to use a spreadsheet application on a personal computer. He or she will understand and be able to accomplish basic operations associated with developing, formatting and using a spreadsheet. Additionally, trainee will be able to accomplish standard mathematical operations using basic formulas and functions. The trainee will be able to demonstrate competence in using some of the Excel features such as filtering, managing data and creating charts.

This course prepares the participants for the Microsoft Office Specialist exams.

Pre-requisites

An understanding of Windows

Level	Duration	Time
Basic & Intermediate	3 Days / 24Hours	9:00 am to 6:00 pm

Module 1. Exploring Microsoft Excel 2010

- Starting Excel 2010
- The User Interface
- The Backstage View
- Excel Options
- Working with Worksheets
- Using the Ribbon
- Hiding the Ribbon
- Customizing the QuickAccess Toolbar
- Customizing Tabs
- Customizing the Ribbon
- Customizing the Status Bar
- Exiting Excel
- Practice - Exploring Microsoft Excel 2010

Module 2. Getting Help

- Using Microsoft Excel Help and Resources
- Working with Excel Help
- Practice - Getting Help

Module 3. Basic Workbook Skills

- Using the Keyboard to Select Cells
- Using KeyTips
- Using the Mouse to Scroll
- Using the Scroll Bar Shortcut Menu
- Using GoTo
- Entering Text
- Entering Numbers
- Saving the Workbook
- Closing the Workbook
- Creating a Workbook
- Opening a Workbook
- Shortcuts for Data Entry
- Editing Data
- Spell Check
- Creating a New Folder When Saving
- Saving the Workbook with Another Name
- Practice - Basic Workbook Skills

Module 4. Selecting Cells and Ranges

- Selecting a cell
- Using the Name Box to select a cell
- Selecting a range of contiguous cells
- Selecting a range of non-contiguous cells
- Selecting the entire worksheet
- Selecting a row
- Selecting a range of contiguous rows
- Selecting a range of non-contiguous rows
- Selecting an entire column

- Selecting a range of columns
- Selecting a range of non-contiguous columns
- Using AutoFill
- Practice-Selection

Module 5. Working with Columns and Rows

- Adjusting the Column Width
- Adjusting the Row Height
- Automatically Adjusting Columns
- Hiding and Un-hiding Rows and Columns
- Inserting Columns and Rows
- Deleting Columns and Rows
- Freezing and Unfreezing Columns and Rows
- Practice - Working with Columns and Rows

Module 6. Managing Worksheets

- Increasing the Magnification
- Decreasing the Magnification
- Changing the Magnification of a Range
- Switching to Full Screen View
- Splitting the Window
- Removing Split Windows
- Freezing the Panes
- Unfreezing the Panes
- Practice – Managing Worksheets

Module 7. Working with Views

- Using Views
- Creating a Normal View
- Creating a Custom View
- Displaying a View
- Deleting a Custom View
- Practice - Working with Views

Module 8. Formatting Text and Numbers

- Changing the Font
- Changing Font Size
- Bold and Italic
- Underlining Text
- Font Color
- Rotating Text
- Text Wrapping
- Shrinking Text
- Cell Alignment
- Indenting Text
- About Number Formats
- Accounting Number Style

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- Percent Style
- Comma Style
- Decimal Places
- Practice–Formatting Text and Numbers

Module 9. Cell Formatting

- Merging Cells
- Vertical Alignment
- Splitting Cells
- Adding Borders
- Drawing Borders
- Adding Fill Color to Cells
- Pasting Formats
- Format Painter
- Copying Formats using Auto Fill
- Clearing Formats
- Inserting Selected Cells
- Inserting Cut or Copied Cells
- Deleting Cells
- Practice–Cell Formatting

Module 10. Using Styles And AutoFormat

- Using Automatic Formatting Features
- Applying an AutoFormat
- Extending List Formats and Formulas
- Applying a Predefined Style
- Creating a Style by Example
- Applying a Style
- Creating a New Style
- Editing an Existing Style
- Merging Styles
- Practice – Using Styles and AutoFormat

Module 11. Using Conditional and Custom Formats

- Applying Conditional Formats
- Changing a Conditional Format
- Adding a Conditional Format
- Creating a Custom Conditional Format
- Using Data Bars
- Deleting a Conditional Format
- Creating a Custom Number Format
- Practice - Using Conditional and Custom Formats

Module 12. Cut, Copy and Paste

- Copying and Pasting Data
- Cutting Data
- Copying Formulas
- Paste Options
- Paste List
- Filling Cells
- Drag-and-Drop Editing
- Undo and Redo
- Practice – Cut, Copy and Paste

Module 13. Basic Formulas

- Using Basic Formulas
- Entering Formulas
- Basic Functions
- Using the AutoSum Button
- Using the AutoSum List
- Using Formula AutoComplete
- Editing Functions
- Using Auto Calculate
- Modifying Formulas using the Range Border

- Error Checking
- Practice–Basic Formulas

Module 14. Creating Charts

- Inserting a chart
- Deleting a chart
- Adding a Chart Title
- Changing the Chart Background
- Changing a column, bar, line or pie slice colors
- Changing the chart type
- Adding a Data Table
- Changing the Chart Layout
- Copying and moving charts
- Creating a 3-D Chart
- Adjusting 3-D View
- Inserting Sparklines
- Practice - Creating Charts

Module 15. Working with Comments

- Creating Comments
- Viewing a Comment
- Reviewing Comments
- Printing Comments
- Responding to Discussion Comments
- Practice - Working with Comments

Module 16. Arranging and Finding Data

- Sorting
- Sorting Multiple Columns
- Finding Data
- Replacing Data
- Finding and Replacing Cell Format
- Practice – Arranging and Finding Data

Module 17. Filtering Data with AutoFilter

- Enabling AutoFilter
- Filtering a List
- Clearing Criteria
- Creating a Custom AutoFilter
- Disabling AutoFilter
- Practice – Filtering Data with AutoFilter

Module 18. Working With Databases

- Creating a Table from Existing Data
- Changing the Table Name
- Changing the Table Style
- Changing Table Style Options
- Creating a Total Row
- Adding Table Rows and Columns
- Inserting/Deleting Table Rows/Columns
- Creating a Calculated Column
- Selecting Parts of a Table
- Sorting Data by Multiple Levels
- Using Text Filters
- Using Number Filters
- Using Data Validation
- Validating Data using a List
- Creating a Custom Error Message
- Removing Data Validation
- Creating Subtotals in a List
- Removing Subtotals from a List
- Practice - Working with Databases

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Module 19. Using Page Setup

- Worksheet margins
- Worksheet orientation
- Worksheet page size
- Headers and Footers
- Header and footer fields
- Scaling your worksheet to fit a page(s)
- Repeating Row and Column Labels
- Changing Page Breaks
- Setting/Removing a Print Area
- Changing Sheet Options
- Practice - Using Page Setup

Module 20. Printing

- Print Preview
- Printing the Current Worksheet
- Printing a Selected Range
- Printing a Page Range
- Printing Multiple Copies
- Practice - Printing