

## Course EXC1001: Microsoft Excel 2010 – Basic Level

One Day, Instructor-Led

### Pre-requisites

- None

### Course Outline

#### Unit 1: Getting Started

- Spreadsheet Terminology
- The Excel Environment
- Getting Help

#### Unit 2: Entering and Editing Data

- Entering and Editing Text and Values
- Entering and Editing Formula
- Working with Pictures

#### Unit 3: Modifying a Worksheet

- Moving and Copying Data and Formula
- Absolute and Relative References
- Inserting and Deleting Ranges

#### Unit 4: Using Functions

- Entering Functions
- Auto Sum
- Other Common Functions

#### Unit 5: Formatting

- Text Formatting

- Row and Column Formatting
- Number Formatting
- Conditional Formatting

#### Unit 6: Printing

- Preparing to Print
- Page Set-up Options
- Printing Worksheets

#### Unit 7: Charts

- Chart Basics
- Formatting Charts

#### Unit 8: Managing Large Workbooks

- Viewing Large Worksheets
- Printing Large Worksheets
- Working with Multiple Worksheets

#### Unit 9: Graphics and Screenshots

- Conditional Formatting with Graphics
- Smart Art Graphics
- Screenshots

### Course Inclusions:

- Microsoft Official Curriculum (MOC) and/or Wizards Learning Courseware (WLC)
- Microsoft Certified Trainer (MCT)
- Lunch, AM and PM Snacks
- Certificate of Achievement
- Course Notes