

## MICROSOFT EXCEL 2010 INTRODUCTION TRAINING

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Microsoft Excel  
2010  
Introduction



**COURSE LENGTH: 1.0 DAYS**

The Microsoft Excel 2010 Introduction Training course is the first in the 3-part Microsoft Excel 2010 training series and teaches the skills you'll need to use the basic features of Excel.

Pdtraining's Excel 2010 Introduction training course covers the following: identification of the parts and interface of the Excel worksheet, how to open, close and save a worksheet, how to enter, move and copy formulas and data, how to use the Help system, the SUM, AVERAGE, MIN, MAX, COUNT and COUNT and other basic functions.

This comprehensive training course is now available in Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

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## MICROSOFT EXCEL 2010 INTRODUCTION TRAINING COURSE OUTLINE

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### FOREWORD

This Excel 2010 Introduction training course running in Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle, is rated 5.0/5.0 in overall quality by ProCert Labs, teaches the basic functions and features of Excel 2010. After an introduction to spreadsheet terminology and Excel's window components, participants will learn how to use the Help system and navigate worksheets and workbooks. Then they will enter and edit text, values, formulas, and pictures, and they will save workbooks in various formats.

Participants will also move and copy data, learn about absolute and relative references, and work with ranges, rows, and columns. This course also covers simple functions, basic formatting techniques, and printing. Finally, participants will create and modify charts, and learn how to manage large workbooks. This course will help participants prepare for the Microsoft Office Specialist core-level exam for Excel 2010 (exam 77-882) and the Microsoft Office Specialist Expert exam for Excel 2010 (exam 77-888). For comprehensive certification training, participants should complete the Introduction, Intermediate, and Advanced courses for Excel 2010.

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### OUTCOMES

#### **By the end of this training course, participants will:**

- Start Microsoft Excel
- Identify Excel interface components
- Identify worksheet components
- Use Help
- Open, close and save workbooks
- Enter and edit text and values
- Use AutoFill to complete a series
- Enter formulas
- Insert, move and resize pictures
- Save a workbook as a PDF file
- Move and copy data and formulas
- Apply absolute references
- Insert and delete ranges
- Use SUM, AVERAGE, MIN, MAX, COUNT and COUNTA functions
- Use the AutoSum button
- Format text and numbers
- Apply conditional formatting
- Change page orientation

- Hide and unhide data
  - Rename, insert, copy, move, and delete worksheets
  - Insert and modify screenshots
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## MODULES

### Lesson 1: Introduction

- Introduction
- Personal learning goals of each participant
- Plan and structure for the day

### Lesson 2: Formatting

- Text formatting
- Row and column formatting
- Number formatting
- Conditional formatting
- Additional formatting options

### Lesson 3: Getting started

- Spreadsheet terminology
- The Excel environment
- Getting help
- Navigating a worksheet

### Lesson 4: Printing

- Preparing to print
- Page Setup options
- Printing worksheets

### Lesson 5: Entering and editing data

- Entering and editing text and values
- Entering and editing formulas
- Working with pictures
- Saving and updating workbooks

### Lesson 6: Charts

- Chart basics
- Formatting charts

### Lesson 7: Modifying a worksheet

- Moving and copying data
- Moving and copying formulas
- Absolute and relative references
- Inserting and deleting ranges, rows and columns

### Lesson 8: Managing large workbooks

- Viewing large worksheets
- Printing large worksheets
- Working with multiple worksheets

### Lesson 9: Using functions

- Entering functions
- AutoSum
- Other common functions

### Lesson 10: Graphics and screenshots

- Conditional formatting with graphics
  - SmartArt graphics
  - Screenshots
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## WEB LINKS

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- [View this course online](#)
- [In-house Training Instant Quote](#)