



Microsoft Office Excel 2010: Level 1

XL1001: 1 Day

Course Overview

You will create and edit basic Microsoft Office Excel 2010 worksheets and workbooks.

Audience Profile

This course is designed for students who desire to gain the necessary skills to create, edit, format, and print basic Microsoft Office Excel 2010 worksheets.

At Course Completion

Upon successful completion of this course, students will be able to:

- Create a basic worksheet by using Microsoft Office Excel 2010.
- Perform calculations in an Excel worksheet.
- Modify an Excel worksheet.
- Format a worksheet.
- Print the content of an Excel workbook.
- Manage an Excel workbook.



Prerequisites

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. To ensure your success, we recommend you first take one of Element K's introductory Windows courses, such as either of the following, or have equivalent skills and knowledge:

- Windows XP Professional: Level 1
- Windows XP: Introduction

Related Certification Exam(s)

This course is one of a series of Element K courseware titles that addresses Microsoft Office Specialist (MOS) certification skill sets. The MOS and certification program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products.

Next Class(es)

Microsoft Office Excel 2010: Level 2

Course Outline

Module 1: Getting Started with Excel

Identify the Elements of the Excel Interface
Navigate and Select Cells in Worksheets
Customize the Excel Interface
Create a Basic Worksheet

Module 2: Performing Calculations in an Excel Worksheet

Create Formulas in a Worksheet
Insert Functions in a Worksheet
Reuse Formulas



1934 Old Gallows Road
2nd Floor
Vienna, VA 22182
Ph: 703.532.1000
Fax: 703.532.1001
Web: www.knowlogy.com

Module 3: Modifying a Worksheet

- Edit Worksheet Data
- Find and Replace Data
- Manipulate Worksheet Elements

Module 4: Modifying the Appearance of a Worksheet

- Apply Font Properties
- Add Borders and Colors to Cells
- Align Content in a Cell
- Apply Number Formatting
- Apply Cell Styles

Module 5: Managing an Excel Workbook

- Manage Worksheets
- View Worksheets and Workbooks

Module 6: Printing Excel Workbooks

- Define the Page Layout
- Print a Workbook

Appendix A: Microsoft Office Excel 2010 Exam 77-882