



Microsoft Excel Training

Microsoft Excel 2010 Beginner

Who Should Do This Course?

This is an introductory course designed for people who need to know how to use Microsoft Excel 2010. Upon completion of the course, participants should be able to produce reports, budgets, lists and perform other similar tasks.

Duration: 1 day

Class size: 10 students max

Times: 9:00am - 5:00pm

Price: Refer to our website for current course and package pricing

After the course?

Each student will receive:

- Certificate of completion
- Training manual
- 12 months FREE email support
- FREE class re-sit (if necessary)

About The Course

During this 1 day course, instructors will use practical exercises and real-life scenarios to take participants through the basics of Microsoft Excel 2010. Learn to navigate around Excel 2010, create workbooks and worksheets, use formulas, functions and ranges and apply formatting to enhance the presentation of your work.

Learning Outcomes

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

- work within the basic Excel environment
- create a new workbook
- open and navigate within workbooks and worksheets
- make changes to data in a workbook
- move the contents of cells and ranges within and between workbooks
- understand, create and work with formulas and functions used to perform calculations
- understand and work with ranges in a worksheet
- copy and paste data in Excel
- apply borders to cells and ranges
- apply a range of number formatting techniques to data
- use font formatting techniques to greatly enhance the look of a worksheet
- align the contents of cells in a number of ways
- format rows and columns in a worksheet
- understand and use the number formatting features in Excel
- print your workbook data

Prerequisites

No prior knowledge of Microsoft Excel is required, however participants should have a general understanding of personal computers and the Windows operating system.

Content

Unit 1: Getting To Know Excel

- Starting Excel
- The Excel Screen
- Using the Ribbon
- Using Ribbon Key Tips
- Minimising the Ribbon
- Understanding the Backstage View
- Accessing the Backstage View
- Using Short Cut Menus
- Understanding Dialog Boxes
- Launching Dialog Boxes
- Understanding the Quick Access Toolbar
- Adding Commands to the QAT
- The Status Bar
- Understanding the Status Bar
- Exiting Safely from Excel

Unit 2: Creating A New Workbook

- Understanding Workbooks
- Creating a new Workbook
- Typing Text
- Typing Numbers
- Typing Dates
- Typing Formulas
- Saving a new Workbook
- Easy Formulas
- Checking the Spelling
- Making Basic Changes
- Printing a Worksheet
- Safely Closing a Workbook

Unit 3: Working With Workbooks

- Opening an Existing Workbook
- Navigating a Workbook
- Navigating using the Keyboard
- Using Go To
- The Open Dialog Box

Unit 4: Editing In A Workbook

- Understanding Data Editing
- Overwriting Cell Contents
- Editing Longer Cells
- Editing Formulas
- Clearing Cells
- Deleting Data in a Cell
- Using Undo and Redo

Unit 5: Formulas And Functions

- Understanding Formulas
- Creating Formulas that Add
- Creating Formulas that Subtract
- Formulas that Multiply and Divide
- Understanding Functions
- Using the Sum Function to Add
- Summing Non-Contiguous Ranges
- Calculating an Average
- Finding a Maximum Value
- Finding a Minimum Value
- More Complex Formulas
- What If Formulas

Unit 6: Selecting Ranges

- Understanding Cells and Ranges
- Selecting Contiguous Ranges
- Selecting Non Contiguous Ranges
- Using Special Selection Techniques
- Selecting Larger Ranges
- Selecting Rows
- Selecting Columns
- Viewing Range Calculations
- Creating an Input Range

Unit 7: Copying Excel Data

- Understanding Copying in Excel
- Using Fill for Quick Copying
- Copying from One Cell to Another
- Copying from One Cell to a Range
- Copying from One Range to Another
- Copying Relative Formulas
- Copying to a Non-Contiguous Range
- Copying to another Worksheet
- Copying to another Workbook

Unit 8: Special Pasting

- Understanding Pasting Options
- Pasting Formulas
- Pasting Values
- Pasting without Borders
- Pasting as a Link
- Pasting as a Picture
- Transposing Ranges
- Copying Comments
- Copying Validations
- Copying Column Widths
- Performing Arithmetic with Paste Special

- Copying Formats with Paste Special
- The Paste Special Dialog Box

Unit 9: Moving Data

- Understanding Moving in Excel
- Moving Cells and Ranges
- Moving Data to other Worksheets
- Moving Data to other Workbooks

Unit 10: Font Formatting

- Understanding Font Formatting
- Working with Live Preview
- Changing Fonts
- Changing Font Size
- Growing and Shrinking Fonts
- Making Cells Bold
- Italicising Text
- Underlining Text
- Changing Font Colours
- Changing Background Colours
- Using the Format Painter
- Applying Strikethrough
- Subscripting Text
- Superscripting Text

Unit 11: Applying Borders

- Understanding Borders
- Applying a Border to a Cell
- Applying a Border to a Range
- Applying a Bottom Border
- Applying Top and Bottom Borders
- Removing Borders
- The More Borders Options
- Using the More Borders Option

Unit 12: Cell Alignment

- Understanding Cell Alignment
- Aligning Right
- Aligning to the Centre
- Aligning Left
- Aligning Top
- Aligning Bottom
- Aligning to the Middle
- Rotating Text
- Indenting Cells
- Wrapping and Merging Text
- Merging and Centring
- Merging Cells
- Unmerging Cells

Unit 13: Row And Column Formatting

- Approximating Column Widths
- Setting Precise Columns Widths
- Setting the Default Column Width
- Approximating Row Height
- Setting Precise Row Heights
- Hiding Rows and Columns
- Unhiding Rows and Columns

Unit 14: Number Formatting

- Understanding Number Formatting
- Applying General Formatting
- Formatting as Currency
- Formatting Percentages
- Formatting as Fractions
- Formatting as Dates
- Using the Thousands Separator
- Increasing and Decreasing Decimals

Unit 15: Number Formatting Techniques

- Using Alternate Currencies
- Formatting Dates
- Formatting Time
- Creating Custom Formats

Unit 16: Page Setup

- Understanding Page Layout
- Using Built in Margins
- Setting Custom Margins
- Changing Margins by Dragging
- Centring on a Page
- Changing Orientation
- Specifying the Paper Size
- Setting the Print Area
- Clearing the Print Area
- Inserting Page Breaks
- Using Page Break Preview
- Removing Page Breaks
- Setting a Background
- Clearing the Background
- Settings Rows as Repeating Print Titles
- Clearing Print Titles
- Printing Gridlines
- Printing Headings
- Scaling to a Percentage
- Fit to a Specific Number of Pages
- Strategies for Printing Larger Worksheets

Unit 17: Printing

- Understanding Printing
- Previewing before you Print
- Selecting a Printer
- Printing a Range
- Printing an Entire Workbook
- Specifying the Number of Copies
- The Print Options
- Printing a Range
- Printing an Entire Workbook
- Specifying the Number of Copies
- The Print Dialog Box

Looking for course dates?

To view a full list of course dates, please visit our website at www.dynamicwebtraining.com.au

Alternatively please contact our office on **1300 888 724**