

# Microsoft® Excel 2010 – Introduction

**Duration: 1 day**

This course is designed for delegates who are new to Excel and wish to learn the concepts and key uses of the essential elements of Excel prior to moving to the Intermediate course. Delegates will be taught the foundation elements of Excel before exploring how to manage their data through filters, how to perform simple calculations and create charts.

## Course Objectives

Upon completion of this course participants will be able to:

- Understand the use of essential elements of Excel
- Perform basic calculations
- Analyse worksheet data using the table functionality
- Analyse worksheet data by creating Charts

## Course Outline

### Understanding the Essentials

- Copy, Cut and Paste
- Formatting cells and worksheets
- Number formatting
- Freeze panes
- Automatic re-sizing of cells
- AutoFill
- Grouping cells to enter data
- Using auto calculations

### Formula Construction

- Using the automatic calculation options
- Grouping cells to enter formula data
- Cross sheet calculations
- Cross sheet data copy
- Absolute cell reference
- Using date formulas
- Using the Now formula
- Using AutoSum

### Page Setup and Printing

- Setting margins
- Setting a print area
- Clearing a print area
- Headers and footers
- Print options

### Tables

- Creating table data principles
- Using AutoFilter
- Using Sort and Advanced Sort
- Applying table formatting
- Using auto calculations
- Converting a table to data

### Creating Charts

- Creating a Chart using the Chart Wizard
- Creating a Quick Chart
- Formatting Charts
- Updating Chart information
- Exporting Chart information

## Further Development

- ◆ Excel Intermediate
- ◆ Excel Advanced