

Excel 2010 Beyond Basics

1290

1 Day

Description

This course teaches the functions and features of Excel 2010 beyond the entry level look and feel skills. Students will learn how to enter and edit text, values, formulas, and pictures, and they will save workbooks in various formats. Students 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, students will learn how to use multiple worksheets and workbooks efficiently.

Prerequisites

- Should have worked on Excel (any version) for at least three months

Who Should Take This Course?

New users of Microsoft Excel 2010

Objectives

- Entering and editing data
- Modifying a worksheet
- Using functions
- Formatting
- Graphics and screenshots
- Using multiple worksheets and workbooks
- Printing

Outline

Entering and Editing Data

Entering and editing text and values
Text and values
 Overflowing text and values
 The Num Lock key (for desktop computers)
Editing text and values
 Selecting multiple cells
AutoFill
Entering and editing formulas
Formulas
 Entering formulas
 Using the mouse to enter cell references in formulas
 Editing formulas
 The order of evaluation
 Using parentheses to change the order
Working with pictures
 Adding images to a worksheet
 Moving images on a worksheet
 Resizing images
 Rotating images
Undo
Saving and updating workbooks
 The Save As dialog box

Saving files for a previous version of Excel
Saving a worksheet as a PDF file
Updating a workbook

Modifying a Worksheet

Moving and copying data
Moving data
Copying data
Pasting data
 Using Paste Special
Drag-and-drop
 Cut and paste vs. drag-and-drop
The Office Clipboard
 Collect and Paste
 The Clipboard task pane
Moving and copying formulas
Moving formulas
 Shortcut menus
Copying formulas
 Relative cell references
Copying a formula with AutoFill
Pasting a link
Absolute and relative references
Limitations of relative cell references
 Invalid formulas
 Undoing a mistake

ExecuTrain Course Outline

- Absolute references
- Mixed references
- Inserting and deleting ranges, rows, and columns
- Inserting rows and columns
- Deleting cell ranges

Using Functions

- Entering functions
 - The structure of functions
 - The SUM function
 - Contiguous range references
 - The Error Checking button
 - Syntax errors
- Using the mouse to enter range references
- Entering functions in the formula bar
- Inserting functions
- AutoSum
 - Applying AutoSum
 - Using AutoSum to enter several functions
- Other common functions
 - Statistical functions
 - The AVERAGE function
 - Using the AutoSum button to enter other functions
 - Pasting only formulas
 - The MIN function
 - The MAX function
 - The COUNT and COUNTA functions

Formatting

- Text formatting
 - The Font group
 - Formatting non-contiguous ranges
 - The Format Cells dialog box
- Row and column formatting
 - Column width and row height
 - AutoFit
 - Setting the width of multiple columns
 - Applying color to rows and columns
- Alignment options
 - The Merge & Center
- Cell borders
 - The border-drawing pencil
 - Using Paste Special to copy and paste formatting
 - Pasting bordered data without the borders
- Removing borders
- Number formatting
 - The Number group
 - The Format Cells dialog box
- Conditional formatting
 - Applying conditional formats
 - Modifying conditional formatting rules
- Additional formatting options
 - Copying and clearing formatting

- Using AutoFill to copy formats
- Applying cell styles
- Applying table styles and sorting data
 - Sorting table data
- Changing formatting with Find and Replace

Graphics and Screenshots

- Conditional formatting with graphics
 - Data bars
 - Editing conditional formatting rules
- Color scales
 - Clearing rules
- Icon sets
- SmartArt graphics
 - Inserting a SmartArt graphic
 - Modifying SmartArt
- Screenshots
 - Inserting screenshots
 - Modifying screenshots

Using Multiple Worksheets and Workbooks

- Using multiple workbooks
 - Opening and switching between multiple workbooks
 - Copying worksheets between workbooks
- Linking worksheets with 3-D formulas
 - Syntax of 3-D formulas
 - Inserting a 3-D reference
 - Adding a Watch window
- Linking workbooks
 - External links
 - Security warnings
 - Creating external links
 - Maintaining workbook links
- Managing workbooks
- Workspaces

Printing

- Preparing to print
 - Using the spelling checker
 - The Find and Replace dialog box
 - Previewing a worksheet
 - View options
- Page Setup options
 - Page orientation and scaling
 - Margins
 - Headers and footers
 - Formatting headers and footers
 - Printing different headers and footers
 - Suppressing the first-page header and footer
 - Using different odd and even headers and footers
- Sheet options
 - Gridlines and column and row headings

ExecuTrain Course Outline

Printing worksheets
Selecting printing options
Printing a selection
Setting a print area