Microsoft Excel 2010 - Introductory

A 1 day course delivered by Charles Darwin University.

COURSE INFORMATION
This course aims to give the new spreadsheet user a thorough grounding in the basics of spreadsheeting and using Microsoft Excel 2010. Particular emphasis is placed on the importance of accuracy, good formula building techniques, and sound formatting and design principles.

This course assumes little or no knowledge of spreadsheets or Microsoft Excel 2010. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

LEARNING OUTCOMES
Participants who complete this course should be able to:
• navigate your way around Microsoft Excel 2010
• create a new workbook
• open and navigate within workbooks and worksheets
• understand and work with ranges in a worksheet
• understand, create and work with formulas and functions used to perform calculations
• copy and paste data in Excel
• understand and use formula cell referencing to create more complex formulas
• 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
• create effective charts in Microsoft Excel

COURSE CONTENT
This course covers the following areas:
• Getting to know Microsoft Excel
• Creating a new workbook
• Working with workbooks
• Selecting ranges
• Formulas and functions
• Copying data
• Formula referencing
• Font formatting
• Cell alignment
• Row and column formatting
• Number formatting
• Printing
• Creating charts

FOR MORE INFORMATION CONTACT
T. 08 8946 6065
E. shortcourses@cdu.edu.au
W. www.cdu.edu.au/shortcourses