Introduction to Microsoft Excel 2010

A 2 day course delivered by Charles Darwin University.

COURSE INFORMATION
This course is designed for people who need to know how to use Microsoft Excel 2010 to create, format and print basic spreadsheets such as budgets, lists and the like. The course assumes little or no prior knowledge of Microsoft Excel or creating electronic worksheets and workbooks. 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:
- understand the origins of and basic uses for spreadsheets
- navigate your way around Microsoft Excel 2010
- create, open and navigate within workbooks and worksheets
- understand and work with ranges in a worksheet
- use the fill operations available to fill a data series
- understand, create and work with formulas and functions used to perform calculations
- use formula referencing
- make changes to data in a workbook
- format rows and columns in a worksheet
- understand and use the number formatting features in Excel
- use font formatting techniques to greatly enhance the look of a worksheet
- work with various elements of a worksheet
- print your workbook data
- apply a variety of page setup techniques
- sort data in a list in a worksheet
- create effective charts in Microsoft Excel
- find the information you need in Help

COURSE CONTENT
This course covers the following areas:

Spreadsheets
- Understanding How Spreadsheets Work
- Understanding Spreadsheet Characteristics
- Understanding Spreadsheet Functionality
- The Appropriateness Of Spreadsheets

Getting To Know Microsoft Excel
- Starting Microsoft Excel
- The Excel 2010 Screen
- How Microsoft Excel 2010 Works
- 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
- Understanding The Status Bar
- Exiting Safely From Excel
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

Working With Workbooks
- Opening An Existing Workbook
- Navigating A Workbook
- Navigating Using The Keyboard
- Using Go To
- The Open Dialog Box

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

Filling Data
- Understanding Filling
- Filling A Series
- Filling A Growth Series
- Filling A Series Backwards
- Filling Using Options
- Creating A Custom Fill List
- Modifying A Custom Fill List
- Deleting A Custom Fill List

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

Formula Referencing
- Absolute Versus Relative Referencing
- Relative Formulas
- Problems With Relative Formulas
- Creating Absolute References
- Creating Mixed References

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

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
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

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

Working With A Worksheet
- Understanding Worksheets
- Changing Worksheet Views
- Worksheet Zooming
- Viewing The Formula Bar
- Viewing The Gridlines
- Viewing The Ruler
- Inserting Cells
- Deleting Cells
- Inserting Columns
- Inserting Rows
- Deleting Rows And Columns
- Switching Between Worksheets

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

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

Sorting Data
- Understanding Lists
- Performing An Alphabetical Sort
- Performing A Numerical Sort
- Sorting On More Than One Column
- Sorting Numbered Lists
- Sorting By Rows
Creating Charts
- Understanding The Charting Process
- Choosing The Chart Type
- Creating A New Chart
- Working With An Embedded Chart
- Resizing A Chart
- Dragging A Chart
- Printing An Embedded Chart
- Creating A Chart Sheet
- Changing The Chart Type
- Changing The Chart Layout
- Changing The Chart Style
- Printing A Chart Sheet
- Embedding A Chart Into A Worksheet
- Deleting A Chart

Getting Help
- Understand How Help Works
- Accessing The Help Window
- Browsing For Help
- Returning To The Home Page
- Using The Table Of Contents
- Searching Using Keywords
- Disconnecting Online Help
- Printing A Help Topic
- Working With Screen Tips
- Dialog Box Help
- Other Sources Of Help

FOR MORE INFORMATION CONTACT
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