



Microsoft Excel 2010

Module 1



INFOCUS COURSEWARE

Module Series

Order Code: INF1018 ISBN: 978-1-921939-18-1

❖ General Description

The skills and knowledge acquired in this course are sufficient to be able to use Excel for tasks such as budgeting, analysing sales, producing reports, creating charts and managing small lists.

❖ Learning Outcomes

At the completion of this course you 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**

❖ Target Audience

This book 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

❖ Prerequisites

The book 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.

❖ Pages

216 pages

❖ Nominal Duration*

Watsonia Publishing *Modules* are based around a 2-day training program consisting of approximately 14 – 16 hours

❖ Student Files

Many of the topics in this book require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at www.watsoniapublishing.com. Simply follow the student files link on the home page. You will need the product code for this course which is **INF1018**.

❖ Methodology

The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic licence

❖ Companion Products

There are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at www.watsoniapublishing.com.

* Duration relates to study time only and does not include assessment time. Duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Wednesday, February 06, 2013 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.



47 Greenaway Street
Bulleen VIC 3105
Australia
ABN 64 060 335 748

Phone: (+61) 3 9851 4000
Fax: (+61) 3 9851 4001
info@watsoniapublishing.com
www.watsoniapublishing.com

Product Information



Contents

➤ 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





Microsoft Excel 2010

Module 1



INFOCUS COURSEWARE

Module Series

Order Code: INF1018

ISBN: 978-1-921939-18-1

- ✓ 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
- **Concluding Remarks**



47 Greenaway Street
Bulleen VIC 3105
Australia
ABN 64 060 335 748

Phone: (+61) 3 9851 4000
Fax: (+61) 3 9851 4001
info@watsoniapublishing.com
www.watsoniapublishing.com

Product Information