Microsoft Excel 2010
Module 1 (with Challenge Exercises)

INFOCUS COURSEWARE

WATSONIA PUBLISHING

Module Series

Order Code: INF1087   ISBN: 978-1-925121-89-6

❖ **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 a new workbook
> ➢ 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
> ➢ understand and use formula cell referencing to create more complex formulas
> ➢ 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**

❖ **Target Audience**	This books 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 Exccel 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**	234 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 **INF1087**.
❖ **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 Monday, August 29, 2011 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.

Product Information

Contents

Product Information

InFocus Courseware

Microsoft Excel 2010
Module 1 (with Challenge Exercises)

WATSONIA PUBLISHING

Module Series

Order Code: INF1087   ISBN: 978-1-925121-89-6

✓ The Print Options
✓ Practice Exercise

➢ **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
✓ Practice Exercise

➢ **Sorting Data**

✓ Understanding Lists
✓ Performing An Alphabetical Sort
✓ Performing A Numerical Sort
✓ Sorting On More Than One Column
✓ Sorting Numbered Lists
✓ Sorting By Rows
✓ Practice Exercise

➢ **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
✓ Practice Exercise

➢ **Concluding Remarks**