



Microsoft Excel 2010

Level 1



INFOCUS COURSEWARE

Level Series

Order Code: INF1015 ISBN: 978-1-921721-49-6

❖ General Description

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.

❖ Learning Outcomes

At the completion of this course you 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**

❖ Target Audience

This course is designed for users new to **Microsoft Excel 2010** and spreadsheeting.

❖ Prerequisites

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.

❖ Pages

146 pages

❖ Nominal Duration*

Levels publications are based around a 1-day training program consisting of approximately 6 – 8 hours

❖ Student Files

Many of the topics in **Microsoft Excel 2010 Level 1** 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 **INF1015**.

❖ 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



*Need more?
Here's a
suggested
learning path
based on this
title...*

*This title... **INF1015 Microsoft Excel 2010 Level 1***

*Then... **INF1016 Microsoft Excel 2010 Level 2***

*Then... **INF1016 Microsoft Excel 2010 Level 3***

* 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 Friday, August 20, 2010 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.



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Product Information



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➤ Getting To Know Microsoft Excel

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- ✓ How Microsoft Excel 2010 Works
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- ✓ Accessing The Backstage View
- ✓ Using Short Cut Menus
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- ✓ Changing The Chart Layout
- ✓ Changing The Chart Style
- ✓ Printing A Chart Sheet
- ✓ Embedding A Chart Into A Worksheet

➤ Concluding Remarks



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