



Microsoft Excel 2010

Module 1 (with Challenge Exercises)



INFOCUS COURSEWARE

Module Series

Order Code: INF1087 ISBN: 978-1-921939-25-9

❖ 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 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

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.



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- ✓ The Print Options
- ✓ Practice Exercise

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➤ Concluding Remarks



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