

Microsoft® Office Excel® 2010: Part 1 (Second Edition)

Course Specifications

Course Number: ELK91-018_rev1.01

Course length: 1.0 day(s)

Course Description

The breadth of business, educational, and organizational information in existence today is absolutely staggering. Organizations the world over rely on this information to make sound decisions regarding all manner of affairs. But, with the amount of available data growing on a daily basis, the ability to make sense of all of that data is becoming more and more challenging. Fortunately, the days of performing calculations and analyzing data on paper are pretty much gone. Imagine having to calculate what percentage of your organization's sales occurred in one small town in Brazil. If your organization operates in multiple countries and generates billions of dollars in revenue annually, it could take a lifetime to isolate the exact figures you need and then compare those to the rest of your revenues. But, who has that kind of time? This is exactly where the power of Excel can help.

By applying the robust functionality that's built into Excel to your organization's raw data, you will be able to gain of level of insight into that data that would have been nearly impossible just a couple of decades ago. Excel can help you organize, calculate, analyze, revise, update, and present your data in ways that will help the decision makers in your organization steer you in the right direction. Of course, knowing exactly how to ask Excel the questions that you need answered, which questions you can even ask, and how to interpret the answers Excel gives is necessary before you can even begin to embark on the journey ahead. This course aims to provide you with the foundational Excel knowledge and skills necessary to begin that journey.

This course covers Microsoft Office Specialist exam objectives to help students prepare for the Excel 2010 Exam and the Excel 2010 Expert Exam.

Course Objective: Upon successful completion of this course, you will be able to create and develop Excel worksheets and workbooks in order to work with and analyze the data that is critical to the success of your organization.

You will:

- Get started with Microsoft Office Excel 2010.
- Perform calculations.
- Modify a worksheet.
- Format a worksheet.
- Print workbooks.
- Manage workbooks.

Target Student: This course is intended for students who wish to gain the foundational understanding of Microsoft Office Excel 2010 that is necessary to create and work with electronic spreadsheets.

Course Outline

Prerequisites: To ensure success, students will need to be familiar with using personal computers, and should have experience using a keyboard and mouse. Students should also be comfortable working in the Windows 7 environment, and be able to use Windows 7 to manage information on their computers. Specific tasks the students should be able to perform include: opening and closing applications, navigating basic file structures, and managing files and folders. To obtain this level of skill and knowledge, you can take any of the following Logical Operations courses:

- Microsoft® Windows® 7: Level 1
- Introduction to Personal Computers Using Windows® 7

Hardware Requirements

For this course, you will need one workstation for each student and one for the instructor. Each computer will need the following minimum hardware configurations:

- 500 MHZ or higher processor
- 256 MB RAM or higher (512 MB or higher recommended)
- 3.5 GB available disk space
- DirectX 9.0c graphics card with 64-MB or greater video memory (recommended)
- CD-ROM drive (if installing any software from a CD-ROM)
- Keyboard and mouse (or other pointing device)
- 1,024 × 768 resolution or higher monitor recommended
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

Software Requirements

- Microsoft® Office Excel® Professional Plus 2010.
- Microsoft Office 2010 Service Pack 2 (32-bit package or 64-bit package depending on your system).
- Microsoft Windows® 7 Professional.
- Microsoft Windows 7 Service Pack 1 (SP1).
- Microsoft Silverlight® plug-in.
- Graphics card driver dated 11/1/2004 or later.
- If necessary, software for viewing the course slides. (Instructor machine only.)

Although it may be possible to deliver course content using Microsoft Office Excel 2010 on a Windows 8/8.1 installation, Logical Operations cannot guarantee that all activities will key as authored in that environment.

Course Content

Lesson 1: Getting Started with Microsoft Office Excel 2010

- Topic A: Navigate the Excel User Interface
- Topic B: Use Excel Commands
- Topic C: Create and Save a Basic Workbook
- Topic D: Enter Cell Data
- Topic E: Use Excel Help

Lesson 2: Performing Calculations

- Topic A: Create Worksheet Formulas
- Topic B: Insert Functions
- Topic C: Reuse Formulas

Lesson 3: Modifying a Worksheet

- Topic A: Insert, Delete, and Adjust Cells, Columns, and Rows
- Topic B: Search for and Replace Data
- Topic C: Use Proofing and Research Tools

Lesson 4: Formatting a Worksheet

- Topic A: Modify Fonts
- Topic B: Add Borders and Colors to Worksheets
- Topic C: Apply Number Formats
- Topic D: Align Cell Contents
- Topic E: Apply Styles and Themes
- Topic F: Apply Basic Conditional Formatting
- Topic G: Create and Use Templates

Lesson 5: Printing Workbooks

- Topic A: Preview and Print a Workbook
- Topic B: Define the Page Layout

Lesson 6: Managing Workbooks

- Topic A: Manage Worksheets
- Topic B: Manage Workbook and Worksheet Views
- Topic C: Manage Workbook Properties

Appendix A: Microsoft Office Excel 2010 Exam 77-882

Appendix B: Microsoft Office Excel 2010 Expert Exam 77-888

Appendix C: Microsoft Excel 2010 Common Keyboard Shortcuts