

## **Microsoft Excel: 2010 Standard**

This course aims to get you working effectively and independently with spreadsheets in Excel. You will learn how to create and edit spreadsheets, arrange your data, perform arithmetic operations, create charts and prepare spreadsheets for printing.

### **1 Getting started**

This session aims to get you started and help you find your way round Excel 2010 and the details of your spreadsheets.

#### **Aims of this session**

To enable you to operate Excel, and tailor it to suit your requirements. Also to understand how to navigate your spreadsheet and address its component cells.

#### **On completing this session you will be able to**

- Create a new and open existing spreadsheets
- Adjust basic settings
- Manage worksheets
- Insert, select, copy, move and delete data
- Save to different file formats
- Search and replace
- Use Help

### **2 Formatting**

#### **Aims of this session**

To enable you to manipulate all the components of a spreadsheet and understand the range of formatting options available.

#### **On completing this session you will be able to**

- Select cells, adjacent and non-adjacent
- Use the formatting options on cells and cell ranges
- Adjust column width and row height
- Use the Autoformat facility
- Hide columns and freeze panes
- Use the preview functions and prepare for printing

### **3 Sorting, outlining and formulae**

#### **Aims of this session**

To develop an understanding of the sorting, grouping and outlining facilities available, and enable you to create formulas in a spreadsheet, and link to data from another sheet.

#### **On completing this session you will be able to**

- Use the sort function
- Apply sub-totals and use outlines
- Perform basic arithmetic operations on cells
- Understand relative and absolute cell references
- Create formulas using cells in same sheet and another sheet
- Understand error messages

## **4 Creating Charts or Graphs**

### **Aims of this session**

To understand the benefits of displaying data in charts, and be able to create and format charts.

### **On completing this session you will be able to**

- Select appropriate chart types
- Create embedded charts and chart sheets
- Format charts
- Save custom chart types