

**Course:****Excel 2010: Basic, First Look Edition**

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**Course Details****Course Number:** 1-4260-1974-2**Category:** Business & Office Applications**Duration:** 1.00 day***Description***

This ILT Series course teaches the basic functions and features of Excel 2010. After an introduction to spreadsheet terminology and Excel's window components, students will learn how to use the Help system and navigate worksheets and workbooks. Then they will enter and edit text, values, formulas, and pictures, and they will save workbooks in various formats. Students will also move and copy data, learn about absolute and relative references, and work with ranges, rows, and columns. This course also covers simple functions, basic formatting techniques, and printing. Finally, students will create and modify charts, and learn how to manage large workbooks.

***Outline*****Unit 1: Getting started**

- Topic A: Spreadsheet terminology
- Topic B: The Excel environment
- Topic C: Getting help
- Topic D: Navigating a worksheet

**Unit 2: Entering and editing data**

- Topic A: Entering and editing text and values
- Topic B: Entering and editing formulas
- Topic C: Working with pictures
- Topic D: Saving and updating workbooks

**Unit 3: Modifying a worksheet**

- Topic A: Moving and copying data
- Topic B: Moving and copying formulas
- Topic C: Absolute and relative references
- Topic D: Inserting and deleting ranges, rows, and columns

**Unit 4: Functions**

- Topic A: Entering functions
- Topic B: AutoSum
- Topic C: Other common functions

**Unit 5: Formatting**

- Topic A: Text formatting
- Topic B: Row and column formatting
- Topic C: Number formatting
- Topic D: Conditional formatting
- Topic E: Additional formatting options

**Unit 6: Printing**

- Topic A: Preparing to print
- Topic B: Page Setup options
- Topic C: Printing worksheets

**Unit 7: Charts**

- Topic A: Chart basics
- Topic B: Formatting charts

**Unit 8: Managing large workbooks**

- Topic A: Viewing large worksheets
- Topic B: Printing large worksheets
- Topic C: Working with multiple worksheets

Please note that this content is meant to be a guideline.

Class material is subject to change and may be presented in a slightly different format than listed.