



Excel 2010 Level 1 Course Content

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Course Objectives:

- Create, save, open, close and move around in an Excel workbook to learn navigation skills necessary for creating and using Excel worksheets.
- Organize columns and rows to accommodate information and edit the contents of cells to organize the information in your worksheet.
- Calculate values by entering formulas into cells and specify an exact address of a cell by creating an absolute cell reference, create formulas by typing functions or build more complex formulas using the Insert Function dialog box.
- Format worksheets and use view features to more effectively review large worksheets.
- Use views to determine the layout of a worksheet, change the page setup, and preview/print workbooks.

This course is for students who want to gain the necessary skills to create, edit, format, and print basic Microsoft Office Excel worksheets.

Course Content:

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| Getting Started with Excel | Understanding Spreadsheet Concepts Getting Started Creating and Saving Workbooks Opening and Closing Workbook |
| Modifying Worksheets | Working with Columns and Rows Working with Cell Contents |
| Using Multiple Workbooks and Worksheets | Creating and Using Formulas Creating and Using Functions Using Absolute Cell References Inserting Functions |
| Formatting and Viewing Worksheets | Formatting Worksheets Viewing Worksheets |
| Printing Workbooks | Using Workbook Views Changing the Page Setup Previewing and Printing Workbooks |