



Microsoft Excel 2007/2010

Level 1 - Introductory



Detailed Course outline - Needs analysis

Contents

➤ Getting To Know Microsoft Excel

- ✓ Starting Microsoft Excel
- ✓ The Excel 2010 Screen
- ✓ How Microsoft Excel 2010 Works
- ✓ Using The Ribbon
- ✓ Using Ribbon Key Tips
- ✓ Minimising The Ribbon
- ✓ Understanding The Backstage View
- ✓ Accessing The Backstage View
- ✓ Using Short Cut Menus
- ✓ Understanding Dialog Boxes
- ✓ Launching Dialog Boxes
- ✓ Understanding The Quick Access Toolbar
- ✓ Adding Commands To The QAT
- ✓ Understanding The Status Bar
- ✓ Exiting Safely From Excel

➤ Creating A New Workbook

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- ✓ Creating A New Workbook
- ✓ Typing Text
- ✓ Typing Numbers
- ✓ Typing Dates
- ✓ Typing Formulas
- ✓ Saving A New Workbook
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- ✓ Safely Closing A Workbook

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- ✓ Overwriting Cell Contents
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➤ Selecting Ranges

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- ✓ Selecting Contiguous Ranges
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- ✓ Creating Formulas That Add
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- ✓ Formulas That Multiply And Divide
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- ✓ Setting Precise Columns Widths
- ✓ Setting The Default Column Width
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➤ Number Formatting

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- ✓ Formatting Percentages
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➤ Printing

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- ✓ Selecting A Printer
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- ✓ Specifying The Number Of Copies
- ✓ The Print Options

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- ✓ Choosing The Chart Type
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➤ Concluding Remarks