Microsoft® Office Excel® 2010: Part 1

Duration: 1 Day
Method: Instructor-Led Training (ILT) | Live Online Training

Certification: *Microsoft Office Specialist (MOS): Excel 2010 —*
__Exam__: 77-882 & __Expert Exam__: 77–888

Course Description

Microsoft Excel has the power to help persons organize, calculate, analyse, revise, update, and present their data in ways that will help the decision-makers in their organization to steer the company in the right direction. To do this, first, one needs to know exactly how to ask Excel the questions that need to be answered, which questions to ask and how to interpret the answers Excel gives. Beyond that, this course aims to provide participants with the foundational knowledge and skills necessary to make data easier to read, interpret, and present to others.

Target Audience

This course is intended for:
- Persons who wish to gain a foundational understanding of Excel which is necessary to create and work with electronic spreadsheets.
- Persons who wish to prepare for either or both of the certification exams.

Prerequisites

To attend this course, candidates must have:
- Completed one of the following courses:
  - *Microsoft Windows® Level 1*
  - *Introduction to Personal Computers Using Windows*

OR

- Experience using personal computers, and a keyboard and mouse.
- Experience working in the Windows environment, and be able to use Windows to manage information on their computers.

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Exam Details

Exam Code:	• 77–888
Length of Exam:	• 90 Minutes
Number of Questions:	• 40-60
Passing Score:	• 70%
Question Format:	• Multiple Choice and Multi-Response

Course Objectives

Upon successful completion of this course, attendees will be able to:

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

Course Topics

Module 1: Getting Started with Microsoft Office Excel 2010

- Navigate the Excel User Interface
- Use Excel Commands
- Create and Save a Basic Workbook
- Enter Cell Data
- Use Excel Help

Module 2: Performing Calculations

- Create Worksheet Formulas
- Insert Functions
- Reuse Formulas

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Course Topics *Continued*

Module 3: Modifying a Worksheet
- Insert, Delete, and Adjust Cells, Columns, and Rows
- Search for and Replace Data
- Use Proofing and Research Tools

Module 4: Formatting a Worksheet
- Modify Fonts
- Add Borders and Colours to Worksheets
- Apply Number Formats
- Align Cell Contents
- Apply Styles and Themes
- Apply Basic Conditional Formatting
- Create and Use Templates

Module 5: Printing Workbooks
- Preview and Print a Workbook
- Define the Page Layout

Module 6: Managing Workbooks
- Manage Worksheets
- Manage Workbook and Worksheet Views
- 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

ACTIVITIES INCLUDED

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