

Information Technology and Computer Skills Training

EXCEL 2010 - INTRODUCTION

Where: Jefferson City, 1738 E Elm Lower Level

Time: 8:00 a.m. - 4:00 p.m.

Investment: \$95.00

Course Content

Learners who attend this Introductory Level workshop will receive information to increase their proficiency in the following areas:

GETTING STARTED

Creating An Excel 2010 Workbook

- What's New In Office Excel 2010
- How To Create a New Default Excel Workbook
- How To Create A New Excel Workbook Using A Template

Becoming Familiar With The Excel 2010 Screen

Using the Excel 2010 Ribbon

Getting Help And Maintenance

Moving Around Your Cursor

- How To Activate A Cell Using The Mouse
- How To Move To A Cell Using The Keyboard
- How To Move Around Using The Go To Command
- How To Move To A Cell Using The Name Box
- How To Move Within A Selected Range
- How To Move To Other Sheets Within A Workbook

Selecting A Range Of Cells In Workbook

Entering Data into Worksheet

Create Formulas and Functions

MANAGING WORKSHEETS AND WORKBOOK INFORMATION

Managing Worksheet Information

- How To Move Information Using Cut And Paste
- How To Drag And Drop Information
- How To Copy And Paste Information
- How To Insert and Delete Rows and Columns

Managing Workbook Information

- How To Add or Rename a Worksheet
- How To Rearrange and copy Worksheets
- How To Hide And Unhide A Worksheet or Workbook
- How To Format A Worksheet Tab
- How To Add A Sheet Background

FORMATTING WORKSHEETS

Adjusting Column Width / Row Height

Formatting Cells Using The Ribbons

- How To Change Font Style, Size and Color
- How To Italicize, Underline and Bold Text
- How To Align and Indent Data In A Cell
- How To Merge Cells
- How To Change Numbers To Percentages
- How To Increase / Decrease Decimal Places
- How To Copy A Format Using Format Painter

Formatting Cells Using The Format Cells Dialog Box

- How To Double Underline
- How To Align Cell Data Vertically
- How To Change Text Orientation
- How To Wrap Text In A Cell
- How To Format Numbers As Currency
- How To Format Dates
- How To Change The Color Of A Cell
- How To Add and Change A Border

Creating A Chart

- How To Insert, More and Resize A Chart
- How To Change The Chart Type
- How To Add, Edit or Remove A Chart Data Source
- How To Swap Labels In The Legend With The Horizontal Axis
- How To Change The Order Of A Data Series
- How To Move An Existing Chart To A New Worksheet
- How To Format A Table Quickly

Visit our website at www.training.oa.mo.gov to find other technical and computer training programs.

