

Microsoft Excel 2010

Level 1

ERP · BI · CRM · EPM · HR · PAYROLL

Course Outline

In this course, students will use Microsoft® Office Excel® 2010 to create spreadsheets and workbooks that they can use to store, manipulate, and share data.

Course duration:

This course is scheduled for one day from 9:00 till 16:00.

Course pre-requisites:

- Read, write, communicate and comprehend at least at GET level.
- Operate a personal computer system.
- Use generic functions in a Graphical User Interface (GUI)-environment. (PC's and Windows Essentials)

Pre-Training Assessment:

If you're not sure which level you need to start your training with, feel free to request an online pre training assessment.

Documentation:

The following documentation is included with the course

- Microsoft Excel 2010 Level 1 user guide
- Certificate of attendance

After attending you will be able to:

- Create a basic worksheet by using Microsoft Office Excel 2010
- Perform calculations in an Excel worksheet
- Modify an Excel worksheet
- Print the content of an Excel workbook
- Manage an Excel workbook

Who should attend?

This course is designed for people who already have knowledge of Microsoft® Office, Windows® 2000 (or above), and who desire to gain the skills necessary to create, edit, format, and print basic Microsoft Office Excel 2010 worksheets.



Topics covered

1. Spreadsheet Principles

- What is a Spreadsheet?
- Why use a spreadsheet application?
- What are the names of some spreadsheet programmes?

2. Starting with Spreadsheets

- Starting the programme
- Understanding the Screen
- The Mouse Pointer
- Using the keyboard to move around the screen
- Entering data on a spreadsheet
- Editing data on a spreadsheet
- Entering data using the automatic fill

3. Working with File commands

- Saving a workbook
- Closing a workbook
- Opening an existing workbook
- Starting a new blank workbook
- Saving changes to a workbook
- Saving a workbook with a Different Name
- Saving an Excel file in a different file format
- Deleting an Excel workbook file
- Exit the spreadsheet programme

4. Formatting Spreadsheets

- Selecting cells for changes
- Formatting Columns
- Formatting Rows
- The Alignment command group
- The Number command group
- The Font command group
- Setting Borders
- Using Format Painter

5. Producing Spreadsheets with formulas

- Entering Formulas
- Filling Formulas
- Using Functions
- Checking your work

6. Editing Spreadsheets

- Using the Cells command group
- Using the Clipboard command group

7. More features

- Check your spelling
- Auto Correct
- Finding and replacing text
- Getting Help

8. Printing a Spreadsheet

- Previewing the spreadsheet
- Page setup
- Printing a worksheet

Venue details

We have training facilities in Centurion and Rivonia. Please mention which will be your preferred venue for the training. The location will be confirmed once the booking has been received.

Centurion

1001 Clifton Avenue
Lyttelton Manor
Centurion

Rivonia

3 Fifth Avenue
Rivonia
Johannesburg



For bookings or more information

For bookings or more information please feel free to contact us at 0861 11 1680 or e-mail training@acctech.biz

For the latest event schedule visit our training page on www.acctech.biz