



The Office Wiz
Training, Consulting and Support Services

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**COURSE DESCRIPTION FOR
MICROSOFT® OFFICE EXCEL® 2010: LEVEL 1**

Master all the techniques to produce accurate and professional looking worksheets. This class will introduce you to basic electronic spreadsheets, worksheets skills and generating data reports. The class is instructor-led with hands-on activities. Learn to:

- Create a basic worksheet.
- Perform calculations in a worksheet.
- Modify a worksheet.
- Format a worksheet.
- Print the contents of a workbook.
- Manage a workbook.

LENGTH

Approximately eight hours. Recommend two four hour sessions.

PREREQUISITES

Basic understanding of Windows. No prior experience with Excel is required. However, you must have a good understanding of basic Microsoft Windows, file management and personal computers.

SPECIFIC CLASS CONTENT

Lesson 1: Creating a Basic Worksheet

Identify the Elements of the User Interface
Customize the Excel Interface
Work with Cells
Enter Data in an Excel Workbook
Obtain Help in Excel

Lesson 2: Performing Calculations in a Worksheet

Create Basic Formulas
Calculate the Cell Values by Using Functions
Copy Formulas and Functions

Lesson 3: Modifying a Worksheet

Manipulate Data
Modify the Worksheet Elements
Search for Data in a Worksheet
Modify Rows and Columns

Lesson 4: Formatting a Worksheet

- Modify Fonts
- Check a Worksheet for Spelling Errors
- Apply Number Formatting
- Add Borders and Colors to Cells
- Align the Content in a Cell
- Apply Cell Styles

Lesson 5: Printing Workbooks

- Set the Page Layout Options
- Set Page Breaks
- Print a Workbook

Lesson 6: Managing an Excel Workbook

- Format Worksheet Tabs
- Manage Worksheets
- View Worksheets and Workbooks

COURSEWARE

Elementk student textbook.

NECESSARY SOFTWARE AND HARDWARE (AS RECOMMENDED BY ELEMENTK)

- A 1 GHz Pentium-class processor or faster.
- A minimum of 256 MB of RAM. 512 MB of RAM is recommended.
- A 10 GB hard disk or larger. You should have at least 1 GB of free hard disk space available for the Office installation.
- A CD-ROM drive.
- A keyboard and mouse or other pointing device.
- A 1024 x 768 resolution monitor is recommended.
- Network cards and cabling for local network access.
- Internet access (contact your local network administrator).
- A printer (optional) or an installed printer driver.
- Microsoft® Office Professional Plus 2010 Edition.
- Microsoft® Office Suite Service Pack 1.
- Microsoft® Windows® XP Professional with Service Pack 2.

OTHER EXCEL CLASSES

- Level 2
- Level 3
- The Essential Editing Techniques
- Formulas: Doing The Math
- Getting Started
- Jazzing Up Spreadsheets (Part 1)

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- Jazzing Up Spreadsheets (Part 2)
- The Ins and Outs of Layout and Printing
- Troubleshooting Printing Problems