**Excel 2010 - Introductory**  
*(1 day workshop)*

**Course Outline**

**Description:**
This workshop is suitable for anyone wishing to learn the basics of using Excel 2010.

Department of Education staff who find themselves working with spreadsheets and wish to increase their skills in this area will benefit from this course.

**Content:**
**Topics covered include:**
- Creating and saving worksheets,
- Autosum,
- Formatting and alignment,
- Cell styles,
- Cut, copy and paste,
- Creating formulae,
- Series,
- Page breaks,
- Basic functions,
- Charting,
- Headers and footers.