

# MS Excel 2010

## Beginners

### (1 Day Workshop)

### Course Outline

#### **Description:**

An introduction to using MS Excel 2010. Suitable for anyone wanting to learn the basics of Excel 2010. The course covers: creating and saving worksheets, autosum, formatting and alignment, cell styles, cut/copy/paste, creating formulae, using series, page breaks, charting and headers and footers.

Note that Excel 2007 is similar in functionality to Excel 2010.

#### **Content**

- Creating and saving worksheets
- Manipulating worksheet elements
- Autosum
- Font and cell formatting
- Number formatting
- Cell styles
- Cut/Copy/Paste
- Introduction to creating formulae
- Simple functions
- Page break and margins
- Cell protection
- Charting: creating, formatting and editing