ZEPHYΓ

1 day course

Who should attend?
This course is intended for new Microsoft Excel 2010 users.

Prerequisites
Windows XP, Windows Vista, or Windows 7

Course Objectives
Upon completion of the course, participants will be able to accomplish
the following:

- Create, save, open, close and move around in an Excel workbook to learn navigation skills necessary for creating and using Excel worksheets
- Organize columns and rows to accommodate information and edit the contents of cells to organize the information in your worksheet
- Calculate values by entering formulas into cells and specify an exact address of a cell by creating an absolute cell reference, create formulas by typing functions or build more complex formulas using the Insert Function dialog box
- Format worksheets and use view features to more effectively review large worksheets
- Use views to determine the layout of a worksheet, change the page setup, and preview/print workbooks

Course Content
Getting Started with Excel 2010
Understanding Spreadsheet Concepts ; Getting Started ; Creating and Saving Workbooks ; Opening and Closing Workbooks
Modifying Worksheets
Working with Columns and Rows ; Working with Cell Contents
Using Formulas and Functions
Creating and Using Formulas ; Creating and Using Functions ; Using Absolute Cell References ; Inserting Functions
Formatting and Viewing Worksheets
Formatting Worksheets ; Viewing Worksheets
Printing Workbooks
Using Workbook Views ; Changing the Page Setup ; Previewing and Printing Workbooks