

Excel 2010 Beginning – Intermediate

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LEVEL 1

LESSON 1 - EXPLORING EXCEL

- Working with Excel
- Starting Excel
- Using the Interface
- Using the Office Button
- Exploring Excel Options
- Working with Worksheets
- Using the Ribbon
- Hiding the Ribbon
- Customizing the Quick Access Toolbar
- Using the Mini Toolbar
- Customizing the Status Bar
- Exiting Excel

LESSON 2 - USING BASIC WORKBOOK SKILLS

- Selecting a Cell using the Keyboard
- Using KeyTips
- Scrolling using the Mouse
- Using the Scroll Bar Shortcut Menu
- Using the Go To Dialog Box
- Entering Text into Cells
- Entering Numbers into Cells
- Saving a New Workbook
- Closing a Workbook
- Creating a New Workbook
- Using a Template
- Opening an Existing Workbook
- Using Data Entry Shortcuts
- Editing Cell Entries
- Checking Worksheet Spelling
- Creating a New Folder
- Renaming an Existing Workbook

LESSON 3 - WORKING WITH RANGES

- Using Ranges
- Selecting Ranges with the Mouse
- Selecting Ranges with the Keyboard
- Selecting Non-adjacent Ranges
- Entering Values into a Range
- Using the Auto Fill Feature

LESSON 4 - CREATING SIMPLE FORMULAS

- Using Formulas
- Entering Formulas
- Using Functions
- Using the AutoSum Button
- Using the AutoSum List
- Using Formula AutoComplete
- Inserting Functions in Formulas
- Editing Functions
- Using the AutoCalculate Feature
- Using Range Borders to Modify Formulas
- Checking Formula Errors

LESSON 5 - COPYING AND MOVING DATA

- Copying/Cutting and Pasting Data
- Copying and Pasting Formulas
- Using the Paste Options Button
- Using the Paste List
- Using the Clipboard Task Pane
- Creating an Absolute Reference
- Filling Cells
- Using Drag-and-Drop Editing
- Using Undo and Redo

LESSON 6 - PRINTING

- Previewing a Worksheet
- Printing the Current Worksheet
- Printing a Selected Range
- Printing a Page Range
- Printing Multiple Copies

LESSON 7 - USING PAGE SETUP

- Setting Margin and Centering Options
- Changing Page Orientation and Paper Size
- Repeating Row and Column Labels
- Scaling a Worksheet
- Changing Page Breaks
- Setting/Removing a Print Area
- Changing Sheet Options
- Creating Headers and Footers
- Using Built-in Headers and Footers

LESSON 8 - FORMATTING NUMBERS

- Using Number Formats
- Using the Accounting Number Style
- Using the Percent Style
- Using the Comma Style
- Changing Decimal Places

LESSON 9 - FORMATTING TEXT

- Formatting Cell Text
- Changing an Existing Font
- Modifying the Font Size
- Using Bold and Italics
- Underlining Text
- Changing the Font Color
- Rotating Text in a Cell
- Wrapping Text in a Cell
- Shrinking Text in a Cell
- Changing Cell Alignment
- Changing Text Indentation

LESSON 10 - WORKING WITH COLUMNS AND ROWS

- Selecting Columns and Rows
- Using Narrow Column Tooltips
- Changing the Width of Columns
- Changing the Height of Rows
- Adjusting Columns Automatically
- Hiding Columns and Rows
- Unhiding Columns and Rows
- Inserting a Column
- Insert a Row
- Deleting a Column
- Deleting a Row

LESSON 11 - FORMATTING CELLS

- Using the Merge and Center Button
- Changing the Vertical Alignment
- Splitting Cells
- Using the Borders Button
- Drawing Cell Borders
- Using the Fill Color Button
- Pasting Formats
- Using the Format Painter Button
- Copying Formats to Non-Adjacent Cells
- Clearing Formats
- Inserting Selected Cells
- Inserting Cut or Copied Cells
- Deleting Selected Cells

LESSON 12 - USING AUTOMATIC FORMATTING AND STYLES

- Using Automatic Formatting Features
- Applying an AutoFormat
- Extending List Formats and Formulas
- Applying a Predefined Style
- Creating a Style by Example
- Applying a Style
- Creating a New Style
- Editing an Existing Style
- Merging Styles

LESSON 13 - GETTING HELP

- Using Microsoft Excel Help and Resources
- Working with Excel Help
- Looking Further for Answers

LEVEL 2

LESSON 1 - USING LARGE WORKSHEETS

- Increasing the Magnification
- Decreasing the Magnification
- Changing the Magnification of a Range
- Switching to Full Screen View
- Splitting the Window
- Removing Split Windows
- Freezing the Panes
- Unfreezing the Panes

LESSON 2 - WORKING WITH MULTIPLE WORKSHEETS

- Using Multiple Worksheets
- Navigating between Worksheets
- Selecting Worksheets
- Renaming Worksheets
- Selecting Multiple Worksheets
- Coloring Worksheet Tabs
- Inserting Worksheets
- Deleting Worksheets
- Printing Selected Worksheets

LESSON 3 - MANAGING WORKSHEETS

- Copying Worksheets
- Moving Worksheets
- Using Grouped Worksheets
- Moving Data between Worksheets
- Copying Data between Worksheets
- Creating 3-D Formulas
- Using 3-D Ranges in Functions

LESSON 4 - USING RANGE NAMES

- Working with Range Names
- Jumping to a Named Range
- Assigning Names
- Using Range Names in Formulas
- Creating Range Names from Headings
- Applying Range Names
- Deleting Range Names
- Using Range Names in 3-D Formulas
- Creating 3-D Range Names
- Using 3-D Range Names in Formulas

LESSON 5 - USING OTHER FUNCTIONS

- Using Function Arguments
- Using Financial Functions
- Using Logical Functions
- Using Date Functions
- Formatting Dates
- Revising Formulas

LESSON 6 - MANAGING DATA

- Sorting Lists
- Sorting in Ascending/Descending Order
- Finding Data
- Replacing Data
- Finding and Replacing Cell Formats

LESSON 7 - USING AUTOFILTER

- Enabling AutoFilter
- Using AutoFilter to Filter a List
- Clearing AutoFilter Criteria
- Creating a Custom AutoFilter
- Disabling AutoFilter

LESSON 8 - MANAGING FILES

- Changing Workbook Properties
- Selecting File Views
- Sorting Excel Files
- Using the Document Recovery Pane
- Inspecting a Document
- Marking a Document as Final
- Saving to a PDF Format
- Using the Compatibility Checker
- Converting a File to 2007 Format
- Saving as a Binary Format

LESSON 9 - CREATING CHARTS

- Using Charts
- Creating Charts
- Moving and Resizing Charts
- Identifying Chart Elements
- Changing the Chart Type
- Changing the Plot Direction
- Removing/Adding a Legend
- Moving the Legend
- Charting Non-adjacent Ranges
- Changing the Chart Range
- Changing the Data Source
- Changing the Chart Location
- Printing a Chart

LESSON 10 - FORMATTING CHARTS

- Formatting Charts
- Adding Chart Titles
- Formatting Chart Elements
- Changing the Text Orientation
- Adding a Data Table
- Creating an Exploded Pie Chart
- Adjusting the 3-D View
- Deleting a Chart

LESSON 11 - DRAWING AN OBJECT

- Working with Drawing Objects
- Drawing Enclosed Objects
- Drawing a Line
- Selecting Filled and Unfilled Objects
- Moving an Object
- Adding Text to an Object
- Selecting Text in an Object
- Resizing an Object
- Formatting Lines
- Changing and Removing the Fill Color
- Changing the Font Color
- Deleting an Object

LESSON 12 - USING ADDITIONAL EFFECTS AND OBJECTS

- Adding a 3-D Effect
- Applying a 3-D Setting
- Adding a Shadow
- Drawing a Text Box
- Drawing an Arrow
- Inserting Pictures
- Formatting Graphics

LESSON 13 - USING SHAPES AND SMARTART

- Working with Shapes
- Drawing a Callout
- Drawing a Basic Shape
- Working with Connectors
- Drawing a Flowchart Shape
- Drawing a Block Arrow
- Adding SmartArt
- Working with SmartArt

LESSON 14 - USING HTML FILES

- Previewing a Web Page
- Creating a Hyperlink
- Editing a Hyperlink
- Saving a Worksheet as a Web Page
- Using Publishing Options
- Opening an HTML File

LESSON 15 - WORKING WITH COMMENTS

- Creating Comments
- Viewing a Comment
- Reviewing Comments
- Printing Comments
- Responding to Discussion Comments