RGB Technology Training Center
Certified Microsoft Office Specialist (CMOS)

Microsoft Office 2010 Excel
Introduction

Course Format: Instructor-Led

Course Hours: 9 Hours

Course Description

Course Objective: You will create and edit basic Microsoft Office Excel 2010 worksheets and workbooks.

Target Student: This course is designed for students who desire to gain the necessary skills to create, edit, format, and print basic Microsoft Office Excel 2010 worksheets.

Prerequisites: To be successful in this course, you should be familiar with using personal computers and you should have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. To ensure your success, we recommend you first take one of the introductory Windows courses, such as either of the following, or have equivalent skills and knowledge:
❖ Windows 7 Professional : Introduction
❖ Windows 7 : Introduction

Course Objectives
Upon successful completion of this course, students will be able to:
❖ Create a basic worksheet by using Microsoft Office Excel 2010.
❖ Perform calculations in an Excel worksheet.
❖ Modify an Excel worksheet.
❖ Format a worksheet.
❖ Print the content of an Excel workbook.
❖ Manage an Excel workbook.

Course Content
Lesson 1: Creating a Basic Excel 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 an Excel Worksheet
❖ Create Basic Formulas
❖ Calculate the Cell Values by Using Functions
❖ Copy Formulas and Functions

Lesson 3: Modifying an Excel Worksheet
❖ Manipulate Data
❖ Modify the Worksheet Elements
❖ Search for Data in a Worksheet
❖ Modify Rows and Columns

Lesson 4: Formatting an Excel 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 Excel Workbooks
❖ Set the Page Layout Options
❖ Set Page Breaks
❖ Print a Workbook

Lesson 6: Managing an Excel Workbook