



## **EXCEL 2010 Beginner Level**

### **OBJECTIVES**

At the end of the course, the participant will be able to build and format tables, use calculation formulae and carry out simulations, format data and completely use databases and Pivot tables, use utility commands and preprogrammed functions, protect and hide data, create and manage a multi-sheet spreadsheet and database, use management tools, analyze data from many sheets, use charts and personally format them.



### **TARGET CLIENTELE**

Public

### **PREREQUISITE**

Knowledge of Windows

### **COURSE SYLLABUS**

#### **1. Excel 2010 environment**

- Work environment
- Configuration using Windows
- Learning files
- Spreadsheets
- Microsoft Excel 2010
- Launch Excel 2010
- Excel's screen
- Personalized Quick Access bar
- Personalized ribbon
- Keyboard shortcuts
- Help

## 2. First steps with Excel

- Content of a cell
- The cursor
- Data entry
- Manage spreadsheets
- Moving in an active sheet
- Zoom
- Select cells
- Editing data
- Undo and redo an operation
- Copy and paste
- Office Clipboard
- Automatic data entry
- Incremental series
- Personalized list

## 3. Equations

- Example of spreadsheet
- Structure of a sheet
- Entering an equation
- Locating cells linked to an equation
- Calculation priority
- Types of references
- Automatic adding of equations
- Remove zero values
- Display equations
- Copy results of equations
- Show content of a cell
- Comment

## 4. Data format

- Example of spreadsheet
- Format tools
- Font and attributes
- Borders
- Fill in
- Alignment
- Repeat content of a cell
- Rotate data

- Format number display
- Column width
- Insert and delete cells, rows, columns
- Row height
- Conditional format
- Styles
- Reproduce format
- Protect data
- Hide equation content
- Hide rows and columns

## **5. Page layout and printing**

- Example of spreadsheet
- Print preview
- Types of displays
- Margins
- Center page
- Orientation
- Paper size
- Print area
- Page breaks
- Background
- Print titles
- Scaling
- Show and / or print grid
- Show and / or print titles
- Headers and footers
- Print
- Print comments

## **6. Statistic, date & time functions**

- Example of spreadsheet
- Syntax of functions
- Statistic functions
- Date & time functions
- Field name

## 7. Financial functions

- Example of spreadsheet
- Financial functions
- Periodic repayment of a loan
- Interest paid on an exact instalment
- Principal paid on an exact instalment
- Capitalized value of a periodic placement
- Capitalized value of a single placement
- Actual value of a series of future repayment
- Number of instalment to repay a debt
- Number of deposits to accumulate an amount
- Number of periods to reach a desired value

## 8. Logical and search functions

- Logical function IF
- Example of spreadsheet
- Comparison operators and logical functions
- Function SEARCHV
- Example of spreadsheet

## 9. Data list

- Example of spreadsheet
- Organizing a data list
- Sort
- Filter
- Advanced filter
- Database functions
- Calculations by data group

## 10. Tools

- Example of spreadsheet
- Verification of equations
- Example of spreadsheet
- Displaying spreadsheet
- Manage windows
- Freeze panes
- Fraction a window
- Example of spreadsheet
- Distribution of contents of a cell

- Delete doubles
- Validate data
- Manage scenarios
- Target value
- Data table
- Exchange data

## **11. Multi-sheet spreadsheet**

- Example of spreadsheet
- Manage sheets of a spreadsheet
- Consolidation
- Active link of data
- Workspace

## **12. Charts**

- Example of spreadsheet
- Charts
- Format chart
- Sparkline chart
- Pivot table
- Pivot chart

## **13. Graphic object**

- Example of spreadsheet
- Graphic objects
- Insert image
- Smart Art graphics
- Hypertext links
- Text area
- WordArt objects
- Symbols/Special characters
- Organizing objects
- Rotate or turnaround objects
- Size of object