

Excel 2010
Level 1A - Class Notes

Excel 2010 Online Training

Presented by



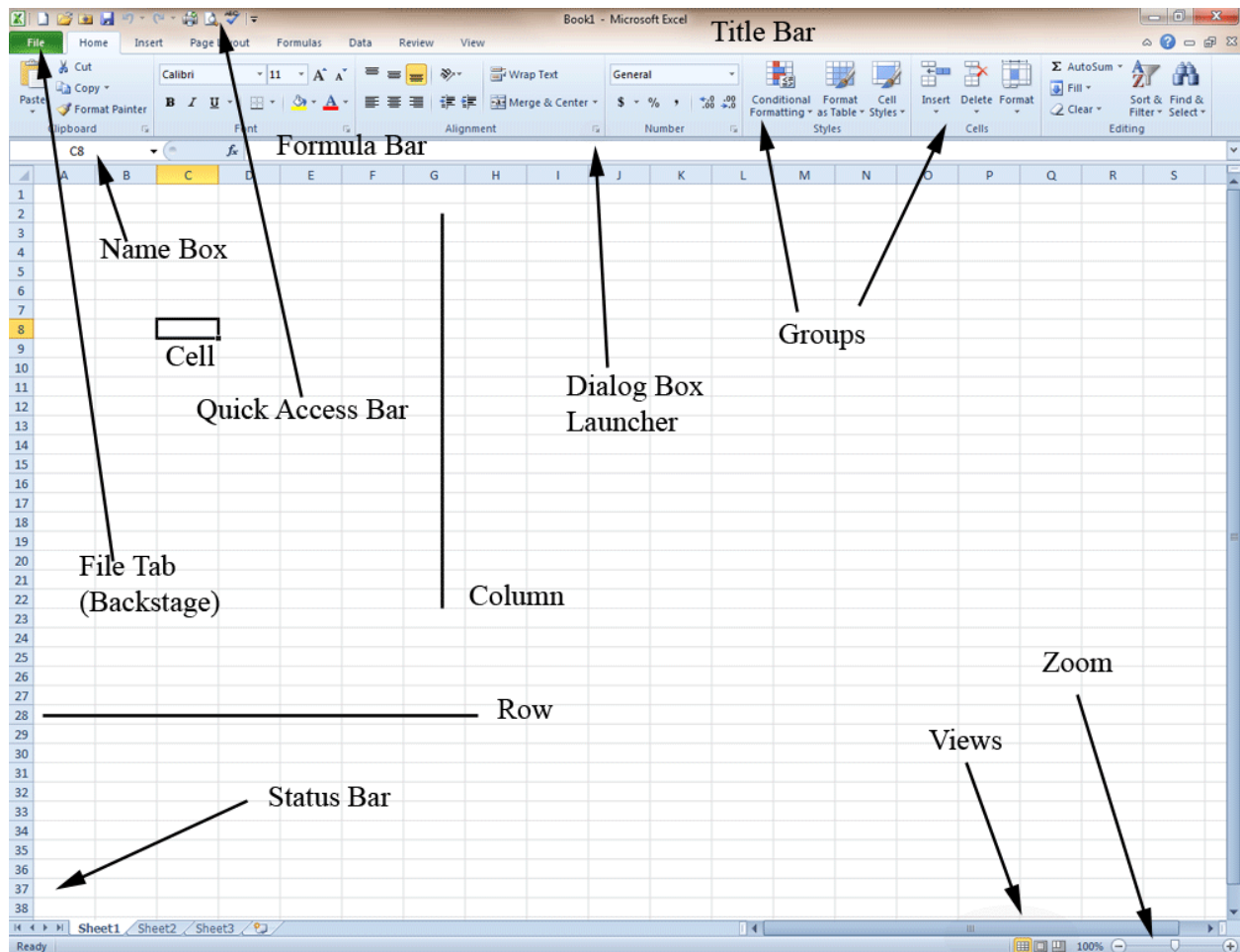
Course Objectives

- Familiarity with spreadsheet terminology
- Explore the Excel 2010 Interface
- Navigate worksheets
- Use different views
- Practice selection techniques
- Access the Excel help feature
- Open, close, and save workbooks
- Entering, editing, formatting text, numbers, columns, rows
- Copy, cut, paste, & fill cells

Spreadsheet Terminology

- Row
- Column
- Cell
- Label
- Value
- Select/Activate Cell (range, etc.)
- Range

The Excel Interface



Navigating an Excel Spreadsheet

- Open a blank workbook (if one is not already open)
- Scroll Bars
- Keyboard
- Mouse
- Mouse & Keyboard Combinations
- Accessing Excel Help

Views

- Zoom
- Normal/Page Layout/Page Break Preview
- Backstage View

Open, Save, Close a Workbook

- Opening a workbook
- Saving a workbook
 - Save
 - Previously saved, modifying existing
 - Save As
 - Renaming, Moving, First time saving
- Closing a workbook vs. closing Excel

Entering & Editing Data

- We will create a small workbook for practice
- Entering data
 - Text or numbers
 - Cell or Enter/Formula bar
- Editing data
 - Text or numbers
 - Type over, Double click in cell, Enter/Formula bar
 - Deleting Data
 - Backspace, delete, clear

Formatting & Cut/Copy/Paste

- Open Parts Inventory.xlsx
- Font
- Alignment
 - Merge & center
- Column width
- Row height
- Numbers
- Cut & Paste
 - Button, right-click, ctrl+x/ctrl+v
- Copy & Paste
 - Button, right-click, ctrl+c/ctrl+v
 - Clipboard
 - Fill handle
 - Fill series/copy

Follow-up Classes

- Excel 2010 – Level IB
 - Copying formats
 - Conditional formatting
 - Managing large workbooks

- Excel 2010 – Level IC
 - Working with graphics
 - Working with Formulas, Functions, and Charts