

# AVP Training

## Computer Software Training & Consulting

### Excel 2010 Introduction (Level 1)

#### General Description

Acquire the skills necessary to create and manage workbooks with formulas and functions, format data and print workbooks and charts

#### Learning Outcomes

- Operate the Excel interface including the Ribbon, Backstage View and the Quick Access Toolbar
- Create and manage workbook files with basic formulas
- Navigate workbooks and edit data
- Select continuous and non-continuous cell ranges
- Create and manage basic and more complex formulas and functions
- Copy and fill data using various techniques
- Use relative, absolute and mixed references in formulas
- Apply font formatting and use the format painter
- Align, rotate and indent data
- Set column widths and row heights
- Format data as currency, percentages, fractions and dates
- Print preview and set printing options
- Create, resize, format and print charts

#### Duration

One day (Half day customised (selected topics) option available)

#### Prerequisite

Basic understanding of Windows

<b>Course Topics</b>  Excel 2010 Introduction (Level 1)	Excel 2010 Interface
	Creating Simple Workbooks
	Working with Workbooks
	Selecting Ranges
	Creating Formulas and Functions
	Copying and Filling Data
	Using Absolute and Mixed References
	Font Formatting
	Cell Alignment
	Row and Column Formatting
	Number Formatting
	Printing Workbooks
	Creating Basic Charts

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