Excel 2010: Basic

Activity-Level Outline

Days: 1
Prerequisites: *Windows 7: Basic* or equivalent experience

Unit 1: Getting started

Topic A: Spreadsheet terminology
- **A-1:** Discussing spreadsheet basics

Topic B: The Excel environment
- **B-1:** Examining Excel window components

Topic C: Getting help
- **C-1:** Getting help with using Excel

Topic D: Navigating a worksheet
- **D-1:** Navigating a worksheet

Unit 2: Entering and editing data

Topic A: Entering and editing text and values
- **A-1:** Entering text and values
- **A-2:** Editing cell contents
- **A-3:** Using AutoFill to fill a series

Topic B: Entering and editing formulas
- **B-1:** Creating a basic formula
- **B-2:** Entering cell references with the mouse
- **B-3:** Editing a formula
- **B-4:** Working with the order of operations

Topic C: Working with pictures
- **C-1:** Inserting and modifying a picture

Topic D: Saving and updating workbooks
- **D-1:** Saving a new workbook
- **D-2:** Saving a file as an Excel 97-2003 workbook
- **D-3:** Saving a worksheet as a PDF file
- **D-4:** Editing and updating a workbook

Unit 3: Modifying a worksheet

Topic A: Moving and copying data
- **A-1:** Moving data in a worksheet
- **A-2:** Copying data in a worksheet
- **A-3:** Moving and copying data by using drag-and-drop
- **A-4:** Using the Clipboard task pane

Topic B: Moving and copying formulas
- **B-1:** Moving a formula
- **B-2:** Copying a formula
- **B-3:** Using AutoFill to copy a formula
- **B-4:** Using Paste Link

Topic C: Absolute and relative references
- **C-1:** Observing the limitations of relative references
- **C-2:** Applying absolute references

Topic D: Inserting and deleting ranges, rows, and columns
- **D-1:** Inserting a range of cells
- **D-2:** Inserting rows
- **D-3:** Deleting a range of cells

Unit 4: Using functions

Topic A: Entering functions
- **A-1:** Entering a SUM function
- **A-2:** Using the mouse to enter a function argument
- **A-3:** Entering a function in the formula bar
- **A-4:** Inserting a function

Topic B: AutoSum
- **B-1:** Using AutoSum

Topic C: Other common functions
- **C-1:** Using AVERAGE
- **C-2:** Using MIN
- **C-3:** Using MAX
- **C-4:** Using COUNT and COUNTA

Unit 5: Formatting

Topic A: Text formatting
- **A-1:** Formatting text
- **A-2:** Formatting a non-contiguous range
- **A-3:** Using the Format Cells dialog box to format text

Topic B: Row and column formatting
- **B-1:** Changing column width and row height
- **B-2:** Applying color to a row
- **B-3:** Setting alignment
- **B-4:** Applying borders to cell ranges
- **B-5:** Using the border-drawing pencil
- **B-6:** Using the Paste Special command
- **B-7:** Removing a border

Topic C: Number formatting
- **C-1:** Using the Number group to format numbers
- **C-2:** Exploring the Number tab

Topic D: Conditional formatting
- **D-1:** Creating a conditional format
- **D-2:** Editing and deleting a conditional format

Topic E: Additional formatting options
- **E-1:** Copying formats
- **E-2:** Using AutoFill to copy formatting
- **E-3:** Applying cell styles
- **E-4:** Applying table styles and sorting data
- **E-5:** Using Find and Replace to change formatting

Unit 6: Printing

Topic A: Preparing to print
- **A-1:** Checking spelling in a worksheet
- **A-2:** Finding and replacing text
- **A-3:** Previewing a worksheet

Topic B: Page Setup options
- **B-1:** Setting page orientation and scaling
- **B-2:** Adjusting margins
- **B-3:** Creating headers and footers
- **B-4:** Formatting headers and footers
- **B-5:** Printing gridlines and headings

Topic C: Printing worksheets
- **C-1:** Printing a selected range

Unit 7: Charts

Topic A: Chart basics
- **A-1:** Creating a chart
- **A-2:** Moving a chart within a workbook
- **A-3:** Examining chart elements
- **A-4:** Creating and editing a pie chart

Topic B: Formatting charts
- **B-1:** Applying chart types and chart styles
- **B-2:** Modifying chart elements

Unit 8: Managing large workbooks

Topic A: Viewing large worksheets
- **A-1:** Locking rows and columns
- **A-2:** Opening and arranging new windows
- **A-3:** Splitting a worksheet into panes
- **A-4:** Hiding and unhiding columns and worksheets
- **A-5:** Minimizing the Ribbon

Topic B: Printing large worksheets
- **B-1:** Setting print titles
- **B-2:** Adjusting page breaks
- **B-3:** Inserting different even and odd headers

Topic C: Working with multiple worksheets
- **C-1:** Navigating between worksheets
- **C-2:** Naming worksheets and coloring tabs
- **C-3:** Working with multiple worksheets
- **C-4:** Previewing and printing multiple worksheets

Unit 9: Graphics and screenshots

Topic A: Conditional formatting with graphics
- **A-1:** Creating data bars
- **A-2:** Using color scales
- **A-3:** Creating icon sets

Topic B: SmartArt graphics
- **B-1:** Inserting a SmartArt graphic
- **B-2:** Modifying a SmartArt graphic

Topic C: Screenshots
- **C-1:** Inserting a screenshot
- **C-2:** Modifying a screenshot