# MICROSOFT EXCEL - LEVEL 1

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

## AUDIENCE

(1) Students who desire to gain the necessary skills to create, edit, format, and print basic Microsoft Office Excel 2010 worksheets.

(2) This class covers objectives contained in the MOS: Microsoft Office Excel 2010 Exam 77-882.

## PREREQUISITES

(1) ***** missing *****

## COURSE OBJECTIVES

(1) Create a basic worksheet by using Microsoft Excel 2010.

(2) Perform calculations in an Excel worksheet.

(3) Modify an Excel worksheet.

(4) Modify the appearance of data within a worksheet.

(5) Manage Excel workbooks.

(6) Print the content of an Excel worksheet.

## CHAPTER 1
## GETTING STARTED

Identify the Elements of the Excel Interface
Navigate and Select Cells in Worksheets
Customize the Excel Interface
Create a Basic Worksheet

## CHAPTER 2
## PERFORMING CALCULATIONS

Create Formulas in a Worksheet
Insert Functions in a Worksheet
Reuse Formulas

## CHAPTER 3
## MODIFYING A WORKSHEET

Edit Worksheet Data
Find and Replace Data
Manipulate Worksheet Elements

## CHAPTER 4
## MODIFYING WORKSHEET APPEARANCE

Apply Font Properties
Add Borders and Colors to Cells
Align Content in a Cell
Apply Number Formatting
Apply Cell Styles

## CHAPTER 5
## MANAGING AN EXCEL WORKBOOK

Manage Worksheets
View Worksheets and Workbooks

## CHAPTER 6
## PRINTING EXCEL WORKBOOKS

Define the Page Layout Topic 6B: Print a Workbook

## APPENDIX A

Microsoft Office Excel 2010 Exam 77–882