

# Excel 2010

## Foundation

### Course Outline

---

**Using Excel 2010**

- The Excel Cell Referencing System
- Entering Numbers and Text
- Summing a Column of Numbers
- Entering a Date
- Worksheets and Workbooks
- Saving a Workbook
- Creating a New Workbook
- Opening a Workbook
- Switching between Workbooks
- Help

**Selection Techniques**

- Selecting a Cell, cell range, row & column.

**Manipulating Rows and Columns**

- Inserting Rows & Columns
- Deleting Rows & Columns
- Column Widths
- Row Heights

**Manipulating Cells and Cell Content**

- Copying a Cell or Range Contents
- Deleting Cell Contents
- Moving the Contents of a Cell or Range.
- Editing Cell Content
- Undo and Redo
- AutoFill
- Sorting
- Searching and Replacing

**Worksheets**

- Renaming a Worksheet
- Inserting a New Worksheet
- Deleting a Worksheet
- Copying and moving a Worksheet

**Font Formatting**

- Font Type & Font Size
- Bold, Italic, Underline
- Cell Border Formatting
- Background Color & Font Color

**Alignment Formatting**

- Aligning cell contents
- Centering a Title Over a Cell Range

- Cell Orientation
- Text Wrapping
- Format Painter

**Number Formatting**

- Decimal Point Display
- Comma Style Formatting
- Currency Symbol
- Date Styles
- Percentages

**Freezing Row and Column Titles**

- Freezing Row and Column Titles

**Formulas**

- Creating Formulas
- Copying Formulas
- Operators
- Using Operators In Formulas
- Formula Error Messages
- Relative Cell Referencing
- Absolute Cell Referencing

**Functions**

- Sum Function
- Average Function
- Max Function
- Min Function
- Count Function
- The Counta Function
- The Countblank Function
- Using the If Function

**Charts**

- Inserting different chart types.
- Resizing and deleting a Chart
- Chart Title or Labels
- Chart Background Color
- Column, Bar, Line or Pie Slice Colors
- Copying and Moving Charts

**Customizing Excel**

- Modifying Excel Options
- Autocorrect Options