



## Course Title for Microsoft Office Excel 2010

### Course Objectives

<b>Microsoft Excel Specialist Outcomes</b>	<p>On completion the core-level Microsoft Office Excel 2010 user will be able to navigate Microsoft Office Excel 2010 software at the feature and functionality level. They will be very proficient in the use of many of the features and capabilities of Microsoft Office Excel 2010. The core-level user will be able to use Microsoft Office Excel 2010 to create and edit professional-looking spreadsheets for a variety of purposes and situations. Learners include people from a wide variety of job roles from almost all areas of professional, student, and personal life. On completion, users will be able to develop complex spreadsheet models and work comfortable with functions, formulas, charts and lists to achieve high quality results.</p>
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### Topics Covered

Managing the Worksheet Environment	1.1 — Navigate through a worksheet 1.2 — Print a worksheet or workbook 1.3 — Personalize environment by using Backstage
Creating Cell Data	2.1 — Construct cell data 2.2 — Apply AutoFill 2.3 — Apply and manipulate hyperlinks
Formatting Cells and Worksheets	3.1 — Apply and modify cell formats 3.2 — Merge or split cells 3.3 — Create row and column titles 3.4 — Hide and unhide rows and columns 3.5 — Manipulate Page Setup options for worksheets 3.6 — Create and apply cell styles
Managing Worksheets and Workbooks	4.1 — Create and format worksheets 4.2 — Manipulate window views 4.3 — Manipulate workbook views
Applying Formulas and Functions	5.1 — Create formulas 5.2 — Enforce precedence 5.3 — Apply cell references in formulas 5.4 — Apply conditional logic in a formula (<, >, =) 5.5 — Apply named ranges in formulas 5.6 — Apply cell ranges in formulas

## Course Content continued

Presenting Data Visually	6.1 — Create charts based on worksheet data 6.2 — Apply and manipulate illustrations 6.3 — Create and modify images by using the Image Editor 6.4 — Apply Sparklines
Sharing worksheet data with other users	7.1 — Share spreadsheets by using Backstage 7.2 — Manage comments
Analyzing and Organizing Data	8.1 — Filter data 8.2 — Sort data 8.3 — Apply conditional formatting

## Course Duration

The course is delivered in three ways:

**Bronze Offering:** Online over 6 months

**Silver Offering:** Blended solution – online access to material with regular workshop sessions with a MOS master tutor to work through solutions to workbook exercises.

**Gold Offering:** Classroom based course with MOS master tutor in attendance.



## Entry Requirements

For Microsoft Office Specialist, a good knowledge of the keyboard is essential and a basic/ECDL level knowledge of Excel is a distinct advantage.

## Who is this course for?

Learners who sign up for the Microsoft Office Excel core course are people who are using Excel on a regular basis and want to develop their existing skills to a higher level in order to improve their productivity and efficiency.

## Costs

The cost of the course varies depending on which offering you choose. Please contact us for pricing.