

Excel Basic (English)

In this class, you will	Learn the basic operations of Excel 2010, including how to create and edit tables, to create a formula, to change the appearance of workbook, to work with data, and to print.
Topics	<p>1 Setting Up a Workbook</p> <ul style="list-style-type: none"> Creating Workbooks/Modifying Workbooks/Modifying Worksheets Customizing the Excel 2010 Program Window <p>2 Working with Data and Excel Tables</p> <ul style="list-style-type: none"> Entering and Revising Data Moving Data Within a Workbook Finding and Replacing Data Correcting and Expanding Upon Worksheet Data Defining Excel Tables <p>3 Performing Calculations on Data</p> <ul style="list-style-type: none"> Naming groups of Data Creating Formulas to Calculate Values Summarizing Data That Meets Specific Conditions Finding and Correcting Errors in Calculations <p>4 Changing Workbook Appearance</p> <ul style="list-style-type: none"> Formatting Cells Defining Styles Applying Workbook Themes and Excel Table Styles Making Numbers Easier to Read Changing the Appearance of Data Based on Its Value Adding Images to Worksheets <p>5 Focusing on Specific Data by Using Filters</p> <ul style="list-style-type: none"> Limiting Data That Appears on Your Screen Manipulating Worksheet Data Defining Valid Sets of Values for Ranges of Cells <p>6 Reordering and Summarizing Data</p> <ul style="list-style-type: none"> Sorting Worksheet Data Organizing Data into Levels Looking Up Information in a Worksheet <p>11 Printing</p> <ul style="list-style-type: none"> Adding Headers and Footers to Printed Pages Preparing Worksheets for Printing Printing Worksheets Printing Parts of Worksheets Printing Parts of Worksheets
Aimed at...	<p>Those who can type text.</p> <p>Those who use Excel for the first time.</p>