



Microsoft® Excel® 2010

Core Certification

Courseware 3243-1

Exam 77-882

Course Description

Microsoft Excel 2010 Core teaches the information worker how to work with different types of documents using a variety of core and intermediate features to create and edit professional-looking spreadsheets for a variety of purposes and situations. Some topics may appear to be basic skill sets but are discussed in more detail, exploring at a higher level different options that can be chosen or applied for that skill set.

Students who complete this course will have reviewed all of the exam objectives and be on their way to preparing for Microsoft Excel 2010 Core Exam #77-882.

Course Series

This *Microsoft Excel 2010 Core* courseware is one of nine courses in CCI's Microsoft Office Specialist 2010 series. Other courses available in the series include:

- Word 2010 Core
- Access 2010
- PowerPoint 2010
- Outlook 2010
- Word 2010 Expert
- Excel 2010 Expert
- SharePoint 2010

Instructor Resources are available and are produced specifically to help and assist an instructor in preparing to deliver the course using the CCI materials. Contact your coordinator or administrator, or call your CCI Account Manager for information on how to access these resources.

Course Prerequisites

This course is designed for students who are familiar with personal computers, using a keyboard and using a mouse. The course assumes that students have completed the *Microsoft Windows* course or have equivalent Microsoft Windows knowledge and experience.

- | | |
|--|---|
| <input type="checkbox"/> start and run Windows | <input type="checkbox"/> use Minimize, Restore Down/Maximize, or Close |
| <input type="checkbox"/> use the taskbar | <input type="checkbox"/> use the left and right mouse buttons appropriately |
| <input type="checkbox"/> use the Start button | <input type="checkbox"/> understand file management techniques |
| <input type="checkbox"/> use the Help feature | <input type="checkbox"/> navigate between files, folders, or drives |

Course Objectives

This course book teaches the skills you will need to successfully complete the Excel 2010 Core exam. These skill sets are introduced using a fictional company named Tolano Adventures, a travel service that is a department within Tolano Environmental Consulting. Tolano Adventures offers tours to the public that are friendly to the environment.

You will use Excel to create and edit professional-looking spreadsheets for a variety of purposes and situations. As you begin to build your skills, you will then create a variety of flyers and other promotional materials as well as explore different ways to share the information with internal and external customers.

After completing this course, you will be able to:

- ↻ understand and describe the concept of electronic spreadsheets
- ↻ identify the basic components of Excel
- ↻ enter data, symbols, and special characters into a worksheet
- ↻ move around in a workbook
- ↻ create, open, save, and close a workbook
- ↻ save a workbook in a previous Excel version format
- ↻ select a range of cells
- ↻ change and undo changes to the contents of cells
- ↻ cut, copy, and paste data in a worksheet using the Windows and Office Clipboard
- ↻ adjust column widths and row heights
- ↻ hide and unhide rows and columns
- ↻ insert and delete rows, columns, or cells
- ↻ find and replace data in a worksheet
- ↻ use AutoFill to copy or fill data or set up a series of data
- ↻ rename, insert, delete, copy or move worksheets
- ↻ create and edit simple formulas using math operators and cell references
- ↻ use commonly-used functions and conditional functions
- ↻ use absolute and relative cell references
- ↻ display and print formulas
- ↻ format numbers and decimal places
- ↻ enhance the worksheet using fonts, alignment, lines, borders, colors or patterns
- ↻ use the Format Painter
- ↻ clear cell contents and formatting
- ↻ apply themes, styles, and conditional formatting
- ↻ create and arrange worksheet windows
- ↻ split and freeze panes
- ↻ zoom in and out of worksheets
- ↻ print and preview worksheets
- ↻ use different workbook views
- ↻ add and preview page breaks
- ↻ change margins, orientation, or layout for printing a worksheet
- ↻ set headers and footers for a worksheet
- ↻ change Excel options
- ↻ create, edit, format and print charts
- ↻ create, customize, and remove Sparkline charts
- ↻ insert, modify and format clip art images, pictures, shapes, WordArt, and SmartArt objects
- ↻ sort data
- ↻ use the AutoFilter
- ↻ work with named ranges
- ↻ create, modify or remove a hyperlink
- ↻ use Office Backstage to share workbooks with others

About This Courseware

Courseware Description
Course Design
Course Objectives
Conventions and Graphics

Lesson 1: Introducing Excel

Lesson Objectives
What is an Electronic Spreadsheet?
Looking at the Screen
Entering Data in a Worksheet
Working with Workbooks
Selecting Cells
Lesson Summary
Review Questions

Lesson 2: Constructing Cell Data

Lesson Objectives
Editing Cells and Undoing Changes
Copying and Moving Data
Inserting and Deleting Rows and Columns
Adjusting the Columns and Rows
Finding and Replacing Data
Using AutoFill
Managing Worksheets
Lesson Summary
Review Questions

Lesson 3: Using Formulas

Lesson Objectives
Using Formulas
Using Functions
Using Absolute and Relative Cell References
Displaying and Printing Formulas
Lesson Summary
Review Questions

Lesson 4: Formatting the Worksheet

Lesson Objectives
Formatting a Cell
Clearing Cell Contents and Formatting
Themes
Using Cell Styles
Conditional Formatting
Lesson Summary
Review Questions

Lesson 5: Viewing and Printing Workbooks

Lesson Objectives
Changing Worksheet Views
Printing and Previewing the Workbook
Customizing the Page Layout
Changing Excel Default Settings
Lesson Summary
Review Questions

Lesson 6: Working with Charts

Lesson Objectives
Creating a Basic Chart
Moving and Resizing Charts
Changing Chart Types
Working with Pie Charts
Changing the Chart Layout and Location
Using Sparklines
Printing Charts
Lesson Summary
Review Questions

Lesson 7: Working with Graphics

Lesson Objectives
Drawing Shapes
Modifying Graphics Objects
Using SmartArt Graphics
Lesson Summary
Review Questions

Lesson 8: Analyzing, Organizing and Sharing Workbooks

Lesson Objectives
Sorting Data
Filtering Information
Working with Named Ranges
Using Hyperlinks
Using Comments
Importing and Exporting Data
Sharing Workbooks
Lesson Summary
Review Questions

Appendices

Appendix A: Courseware Mapping
Appendix B: Glossary of Terms
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