



# Computer Consulting And Software Training

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## Microsoft Office Excel 2010: Transition

### Course Content

#### Lesson 1: Creating a Basic Excel Worksheet

- Topic 1A: Identify the Elements of the User Interface
- Topic 1B: Customize the Excel Interface
- Topic 1C: Work with Cells
- Topic 1D: Enter Data in an Excel Workbook
- Topic 1E: Obtain Help in Excel

#### Lesson 2: Performing Calculations in an Excel Worksheet

- Topic 2A: Create Basic Formulas
- Topic 2B: Calculate the Cell Values by Using Functions
- Topic 2C: Copy Formulas and Functions

#### Lesson 3: Modifying an Excel Worksheet

- Topic 3A: Manipulate Data
- Topic 3B: Modify the Worksheet Elements
- Topic 3C: Search for Data in a Worksheet
- Topic 3D: Modify Rows and Columns

#### Lesson 4: Formatting an Excel Worksheet

- Topic 4A: Modify Fonts
- Topic 4B: Check a Worksheet for Spelling Errors
- Topic 4C: Apply Number Formatting
- Topic 4D: Add Borders and Colors to Cells
- Topic 4E: Align the Content in a Cell
- Topic 4F: Apply Cell Styles

#### Lesson 5: Printing Excel Workbooks

- Topic 5A: Set the Page Layout Options
- Topic 5B: Set Page Breaks
- Topic 5C: Print a Workbook