

Excel 2010 Level I

- **Getting Started.** Spreadsheet terminology; The Excel environment; Getting help; Navigating a worksheet.
- **Entering and Editing Data.** Entering and editing text and values; Entering and editing formulas; Working with pictures; Saving and updating workbooks.
- **Modifying a Worksheet.** Moving and copying data; Moving and copying formulas; Absolute and relative references; Inserting and deleting ranges, rows, and columns.
- **Using Functions.** Entering functions; AutoSum; Other common functions.
- **Formatting.** Text formatting; Row and column formatting; Number formatting; Conditional formatting; Additional formatting options.
- **Printing.** Preparing to print; Page Setup options; Printing worksheets.
- **Charts.** Chart basics; Formatting charts.
- **Managing Large Workbooks.** Viewing large worksheets; Printing large worksheets; Working with multiple worksheets.
- **Graphics and Screenshots.** Conditional formatting with graphics; SmartArt graphics; Screenshots.