



Training Solutions, Inc.

## Microsoft Excel 2010 Mini-Series: The Basics

### Section 1 - Starting Excel

- New Interface
- Ribbon commands
- Quick Access Toolbar
- Navigating Worksheets
- Excel Icons
- Getting Help
- Exiting Excel

### Section 2 - Creating Worksheets

- Entering data
- Saving files
- Editing data
- Print a simple worksheet
- Switching Windows

### Section 3 - Formulas and Functions

- Using the Formula bar
- Simple formulas
- Basic functions
- Selecting cells

### Section 4 - Editing Worksheets

- Cut, Copy and Paste
- AutoFill
- Working with Rows and Columns
- Page Breaks
- Page Settings

### Section 5 - Managing Large Worksheets

- Zoom
- Working with large worksheets
- Freeze Panes
- Split Windows
- Print options
- Name Ranges