**Excel 2010 – Fundamentals (Level 1 of 4)**

**Instructor**

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**Duration**

2.5 hours (An additional 30 minutes if needed for questions)

**Overview**

Excel 2010 Fundamentals—the first in a series of four—is designed to give the student a broad knowledge base of both the power and the basic elements of Excel, including decision-making as to how to select the best solution for a particular application. The series as a whole has been customized to focus on the more popular functions that might be required in research and clinical labs, as well as financial applications relating to grant management.

**Who should attend**

This course is designed for anyone who wishes to use the power of Excel for either personal use, or in their work environment. Having a working knowledge of these fundamentals is essential before going to the next level of expertise.

**Prerequisites**

A working knowledge of the Windows environment is beneficial; however, with the recent changes in Microsoft Office making the Excel environment more standardized across platforms, the comfort level for a Mac user on a Windows box using Excel 2010 is high.

**Topics to be covered**

- Anatomy of a workbook  
- Controlling the Excel environment  
- Navigating Excel  
- Standard toolbars  
- Special toolbars  
- Data entry types  
- Formatting cell values  
- Formatting visual elements  
- Moving/copying data in cells, rows, columns  
- Moving/copying worksheets  
- Basic formulas  
- Basic functions  
- Headers/Footers  
- Printing tips  
- Helpful shortcuts  
- Best practices  
- Tips for Mac users

**The workshop is comprised of three primary elements:**

1. PowerPoint presentation/lecture followed by demonstration of each task to be performed  
2. Hands-on exercises designed to let the user execute the demonstrated tasks  
3. Question session beginning with an audience response system (iClickers) where participants enter answers anonymously to a series of questions. If the response to a question indicates a less-than-optimal number of correct answers, the topic is reviewed again—this time with student participation.