

Microsoft Excel 2010; Introduction

One Day Course

Microsoft Excel 2010; Introduction

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Foreword

This course was written for trainees wishing to learn to use Microsoft Excel. It is written for using Microsoft Excel in the Office 2010 suite of applications. However, it does not include a ‘New Features’ section exclusively about new features in Microsoft Excel within Office 2010. It is very easy to see a complete list of the new features in Office v2010 in the Help menu on-screen. This courseware cannot and should not compete with the comprehensive coverage of new features detailed by Microsoft within the application’s help files. To do so would be to hinder learning the raw application.

What this course seeks to do is teach the trainee Excel in the hope that he/she may be able to go and work just as well using v2002 for example and other versions. Wherever possible, ‘version functionality’ is purposely avoided.