Intro to Microsoft Excel 2010

This is a very basic course and is designed for the user new to Microsoft Excel.
Basic computer skills are required, experience with Microsoft Word helpful.

In this course you will learn:

How to create a basic spreadsheet
How to move around within a spreadsheet
How to create multiple sheets within a book
Cell designations
What the ribbon and tabs are
How to do calculations and formulas
How to use functions
How to format numerical data
How to add formatting to make your text stand out
How to change the row & column height and width
How to add headers, footers and gridlines to your spreadsheet.