

# MS Office (MS Word 2010 & MS Excel 2010)

Lesson 00:

People matter, results count.



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## Document History

Date	Course Version No.	Software Version No.	Developer / SME	Reviewer(s)	Approver	Change Record Remarks
15-Feb-2015	1.0	Microsoft Office 2010	Yogini S Naik & Gitika T.			First version
July-2016	2.0	Microsoft Excel 2010 & MS Word 2010	Sonam Rathore	Shilpa Bhosle	Mahima Sharma	Post-Integration material Revamp

## Course Goals and Non Goals

### ■ Course Goals

- At the end of this program, participants gain an understanding of how to work with MS Excel 2010 & MS Word 2010
- To learn how to use cell referencing, how to format text
- To learn how to create hyperlink in Excel 2010
- To learn how to work with functions and formulas in Excel 2010
- To learn how to extract data from large detailed dataset using Pivot table in Excel 2010
- To learn how a chart can be used as tool for communicating data graphically in Excel 2010
- To understand the features of MS Word 2010
- To understand how to format documents
- To understand how to create tables, shapes, Symbols and Charts, linking and embedding objects.

### ■ Course Non Goals

- Advanced features



## Pre-requisites

- None

## Intended Audience

- Novice User



## Day Wise Schedule

### ■ Day 1

- Lesson 1 : Introduction to Microsoft Excel 2010
- Lesson 2 : Understanding Cell Reference
- Lesson 3 : Formatting Text in Excel
- Lesson 4 : Understanding Hyperlink
- Lesson 5 : Working with Functions and Formulas
- Lesson 6 : Pivot table and Charts
- Lesson 7 : Introduction to Microsoft Word 2010
- Lesson 8 : Formatting Word Documents
- Lesson 9 : Creating & Editing Tables
- Lesson 10:Track Changes
- Lesson 11: Linking & Embedding Objects
- Lesson 12: Shapes , Symbols and Charts

## Table of Contents

- Lesson 1: Introduction to Microsoft Excel 2010
  - 1.1 Introduction to Excel
  - 1.2 Introduction to Ribbon
  - 1.3 Quick Access Toolbar
  - 1.4 Customizing the environment
    - 1.4.1 No. of Worksheet in workbook
    - 1.4.2 Default Save Location
    - 1.4.3 Changing the Auto Recover AutoSave interval
  - 1.5 Use Office Excel 2010 with earlier versions of Excel
  - 1.6 Excel security, sharing & review Features
  - 1.7 Protect Worksheet and element
  - 1.8 Share Workbook
  - 1.9 Adding Comments in Excel 2010
  - 1.10 Tracking Changes in Excel 2010

## Table of Contents

- Lesson 2: Understanding Cell Reference
  - 2.1 Using Cell References
  - 2.2 Types of cell references
  - 2.3 Relative Reference
  - 2.4 Absolute Reference
  - 2.5 Mixed Reference
  - 2.6 Cell reference to another worksheet
  - 2.7 Cell reference to another workbook
- Lesson 3: Formatting Text in Excel
  - 3.1 Data Entry
  - 3.2 Entering Text data, Numbers, Date & Times
  - 3.3 Editing Data
  - 3.4 Replacing Data
  - 3.5 Deleting Data
  - 3.6 Moving & Copying Cells
  - 3.7 Using Paste Special
  - 3.8 Formatting Data



## Table of Contents

- Lesson 3: Formatting text in Excel
  - 3.9 Formatting Data
  - 3.10 Conditional formatting
  - 3.11 Tables
  - 3.12 Custom List
  - 3.13 Data Validation
  - 3.14 Grouping
  - 3.15 Sort and Filter
- Lesson 4: Understanding Hyperlink
  - 4.1 Inserting Hyperlink
  - 4.2 Types of Hyperlink
  - 4.3 Hyperlink to Existing File
  - 4.4 Inserting Hyperlink: Place in this document
  - 4.5 Inserting Hyperlink: Create New Document
  - 4.6 Inserting Hyperlink: Send an email link
  - 4.7 Editing and Deleting Hyperlink

## Table of Contents

- Lesson 5: Working with Functions and Formulas
  - 5.1 Formulas and Function
  - 5.2 Entering Formulas into Worksheets
  - 5.3 Formulas and Function
  - 5.4 Elements of Formulas
  - 5.5 Functions
  - 5.6 Insert Function
  - 5.7 Autosum
  - 5.8 Autofill
  - 5.9 Cell Reference
  - 5.10 Names in Formulas
  - 5.11 Functions by Category
  - 5.12 IF Function
  - 5.13 Lookup Functions

## Table of Contents

- Lesson 6: Pivot table and Charts
  - 6.1 Pivot table
  - 6.2 Simple Charts
  - 6.3 Pivot Chart
- Lesson 7: Introduction to Microsoft Word 2010
  - 7.1 What is Word ?
  - 7.2 Getting Started With Word
  - 7.3 Word Window
  - 7.4 Quick Access Bar
  - 7.5 Backstage View
  - 7.6 Backstage View
  - 7.7 Ribbon
  - 7.8 Working with Multiple Documents
  - 7.9 Multiple Views of Document
  - 7.10 Comparing Documents

## Table of Contents

- Lesson 8: Formatting Word Documents
  - 8.1 Copy formatting and clearing formatting
  - 8.2 Changing Paragraph Alignment , Indenting paragraph
  - 8.3 Page Margins and Orientation
  - 8.4 Insert Page Header and Footer
  - 8.5 Insert Cover page
  - 8.6 Insert Water mark
  - 8.7 Insert Bookmark
  - 8.8 Insert Picture, File & object
- Lesson 9: Creating & Editing Tables
  - 9.1 Introduction to Tables
  - 9.2 Insert Table
  - 9.3 Modifying & Formatting the Table
  - 9.4 Working with Formulas in Table

## Table of Contents

- Lesson 10: Track Changes
  - 10.1 Track Changes
  - 10.2 Turn Track Changes on or off
  - 10.3 Get Detailed Summary of Track Changes
  - 10.4 Accept or Reject Track Changes
  - 10.5 Working with Comments in Document
  - 10.6 Word Count
- Lesson 11: Linking & Embedding Objects
  - 11.1 Linking and Embedding Objects
  - 11.2 Insert Linked Object
  - 11.3 Insert Embedded Object
  - 11.4 Link and Embed Content copied from another program
  - 11.6 Hyperlinks
  - 11.7 Insert a Hyperlink
  - 11.8 To make an email address a hyperlink
  - 11.9 To remove a hyperlink

## Table of Contents

- Lesson 12: Shapes , Symbols and Charts
  - 12.1 Shapes
  - 12.2 To insert a shape
  - 12.3 To resize a shape
  - 12.4 To change the order of shapes
  - 12.5 Changing a shape's appearance
  - 12.6 3D effects
  - 12.6 Symbols and Special Characters
  - 12.7 The Symbol menu
  - 12.8 The Symbol dialog box
  - 12.9 Charts
  - 12.10 Creating charts using data in Excel

## References

- Book Reference
  - Microsoft Excel 2010 – John Walkenbach
  - Microsoft Excel 2010 For Dummies – Greg Harvey
- Web Reference
  - <http://www.excel-2010.com/>



## Next Step Courses (if applicable)

- Advance Excel learning Data Analysis





## Other Parallel Technology Areas

- None

