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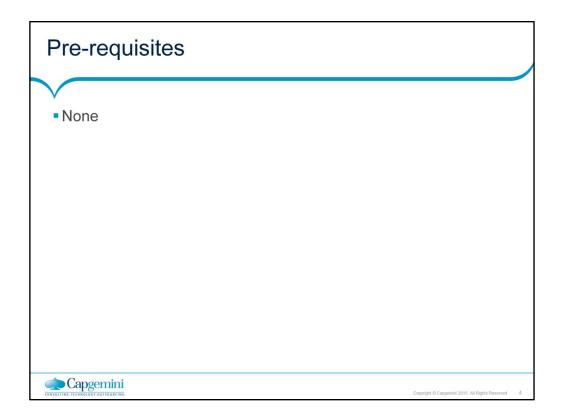
Document History Course Version No. Developer / SME Change Record Remarks Reviewer(s) Approver Version No. 15-Feb-Microsoft Office Yogini S Naik First version 2015 2010 & Gitika T. July-2016 Microsoft Excel 2010 & MS Word 2010 Post-Integration material Revamp 2.0 Mahima Sonam Shilpa Bhosle Rathore Sharma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

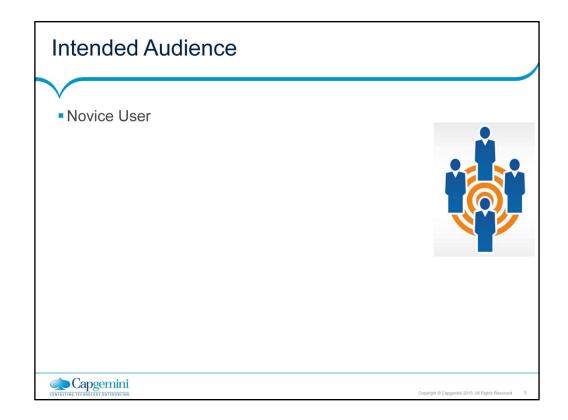
Course Goals and Non Goals

- 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



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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



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- 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



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- 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



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- 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



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- 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



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- 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



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- 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



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- 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



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- 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



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

