

MICROSOFT EXCEL 2010 BASICS – SD3422

Explore the new “Backstage View” and learn:

- How to determine document information such as file size, etc.
- How to manage the print request
- Learn to configure and customize the Office tabs and Ribbon groups
- Create spreadsheets using data and text
- Create budgets with data tools, averages and other formulas
- Use Budget data to create Excel Charts and Graphs
- Change and format Excel Charts and Graphs