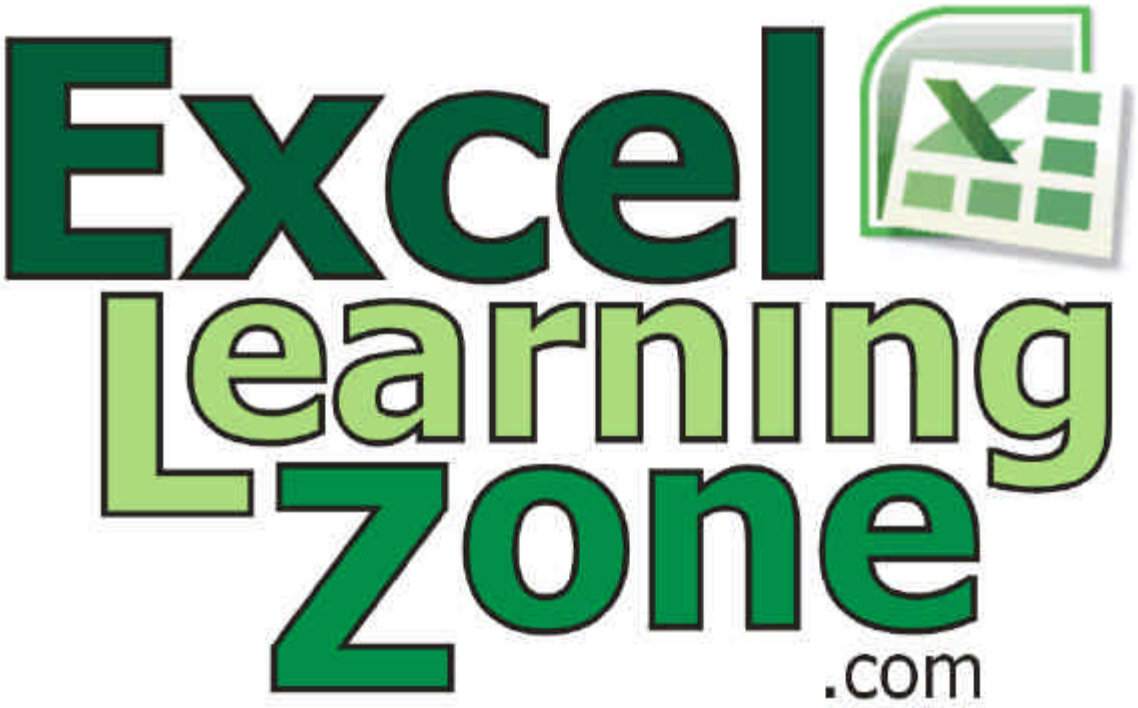

Microsoft Excel 2010

Beginner Level 1

Course Handbook Supplement

By Richard Rost

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Welcome

Welcome to **Microsoft Excel 2010 Beginner Level 1**.

This handbook is designed to be a **supplement** to the full 599CD video course for **Microsoft Excel 2010 Beginner Level 1**. We recommend you use this handbook to follow along with the class videos. This handbook is not meant as a stand-alone study guide.

We do recommend that you watch the course videos one time through, paying attention to the lessons covered. Follow along with the course videos using this guide. Take notes on the pages where needed. Then, watch the videos a second time, practicing the examples yourself on your own website.

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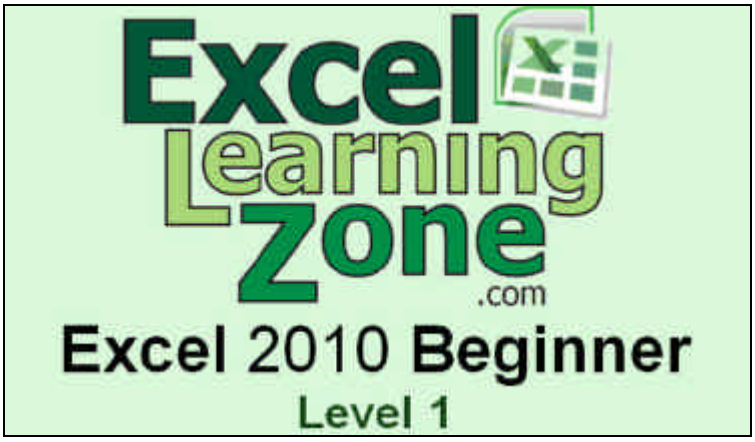
Introduction

Welcome to **Microsoft Excel 2010 Beginner Level 1**, brought to you by ExcelLearningZone.com. I am your instructor, Richard Rost.



Objectives for today's class are to learn how about:

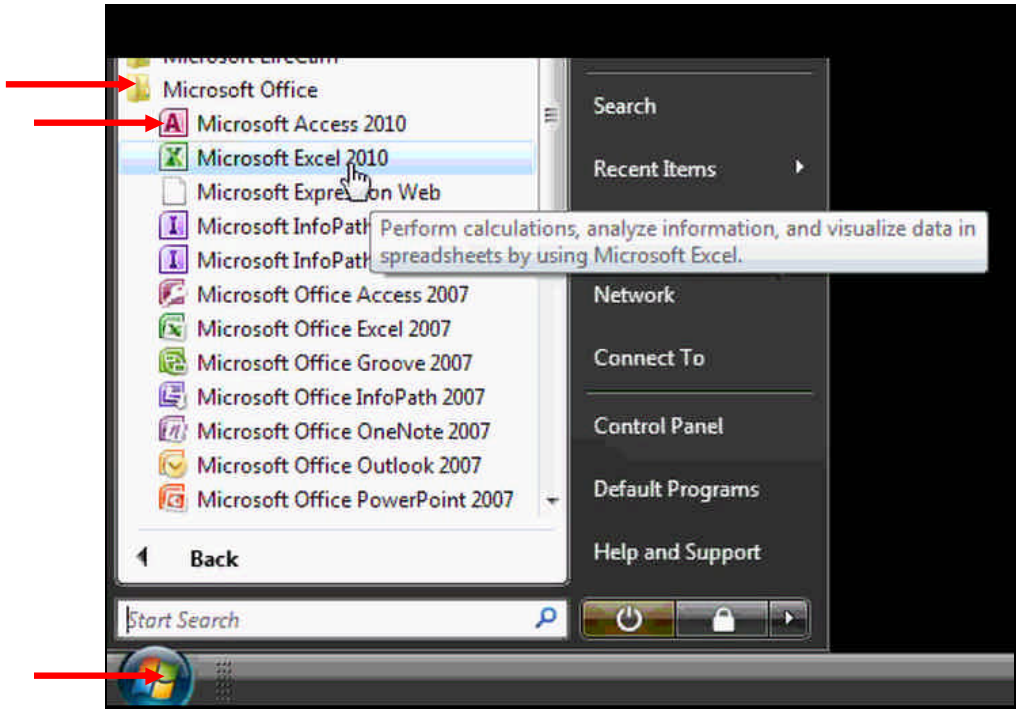
- Excel 2010 Interface
- Entering Data
- Editing Data
- Formatting
- Basic Math
- Save, Load, Print

We will be using **Microsoft Office Excel 2010** in this class. If you are using Microsoft Office Excel 2007 or older, you should visit my website and look for my Excel 101 course that covers Excel 2007, 2003, 2002 and 2000. Before taking this class, it is strongly recommended that you have a **good understanding of how to use Windows**. I recommend my Windows Vista 101 course, Windows XP 101 or Windows 7 101 depending on which version you are using. Some of the skills that you learn in these courses will be helpful in learning Excel 2010. If you are planning on learning how to use Microsoft Word 2010 as well, I recommend you take my Microsoft Word 2010 Beginner Level 1 course before the Excel courses.

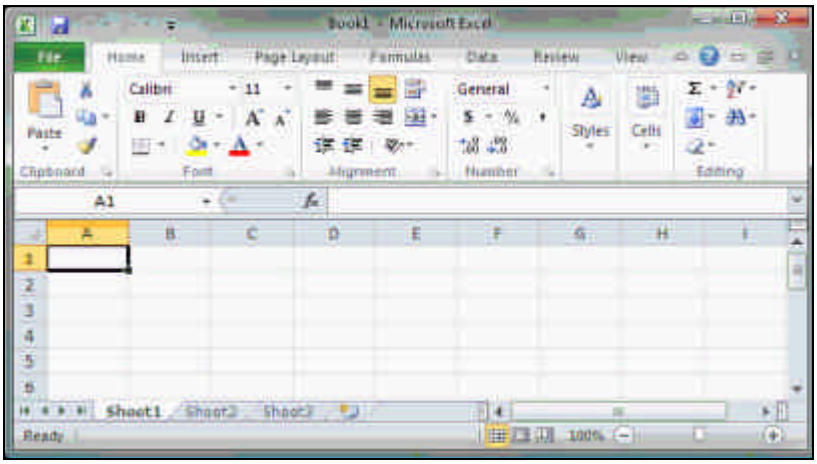
This is the Beginner Level 1 class for Microsoft Excel 2010. This is for the beginner user who has little or no experience in using Microsoft Excel.

Lesson 1: Excel Interface – Part 1

Let's get started today by opening Microsoft Excel. I'm using Windows Vista, so go to the **Start** button, **All Programs**, find **Microsoft Office** and select **Microsoft Excel**:

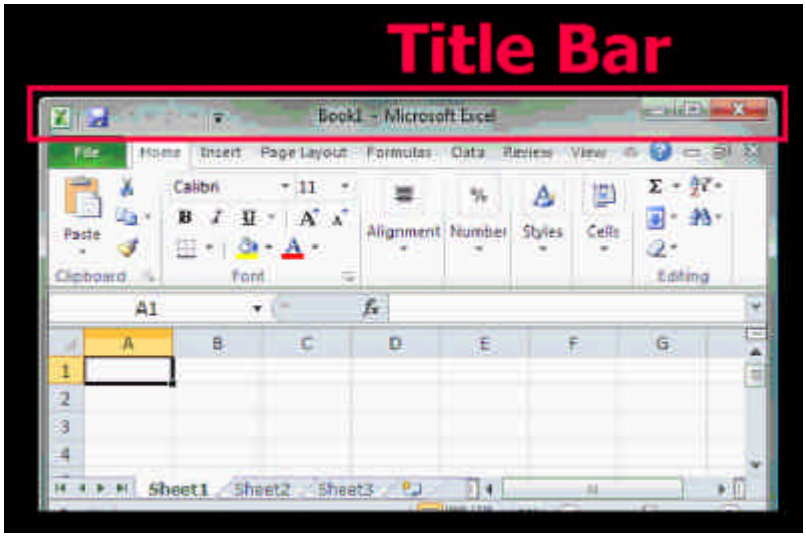


When you open the spreadsheet, at first glance it can be intimidating. Today we'll learn just the features we need to be productive in Excel, and it's very easy to use.

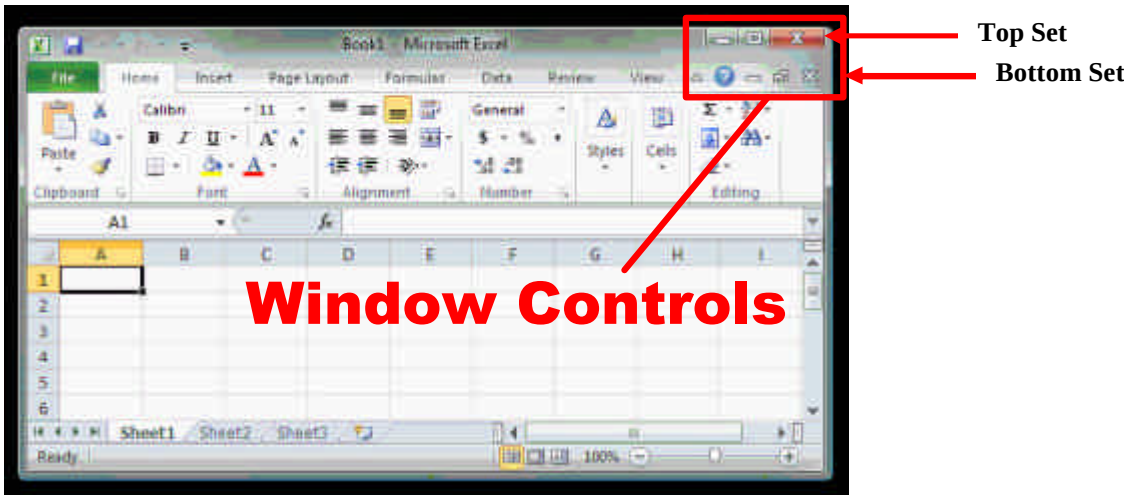


Before we start actually doing things in Excel, let's look at a few different parts of the Excel interface so you know what you're looking at on the screen. Keep in mind, some of my menus may be slightly different then what you see on your screen based on your window size.

Across the top of the screen you will see the **Title Bar**. Mine says "**Book1 – Microsoft Excel**". When we learn to save our workbooks, that name will change to the name of your saved workbook document.

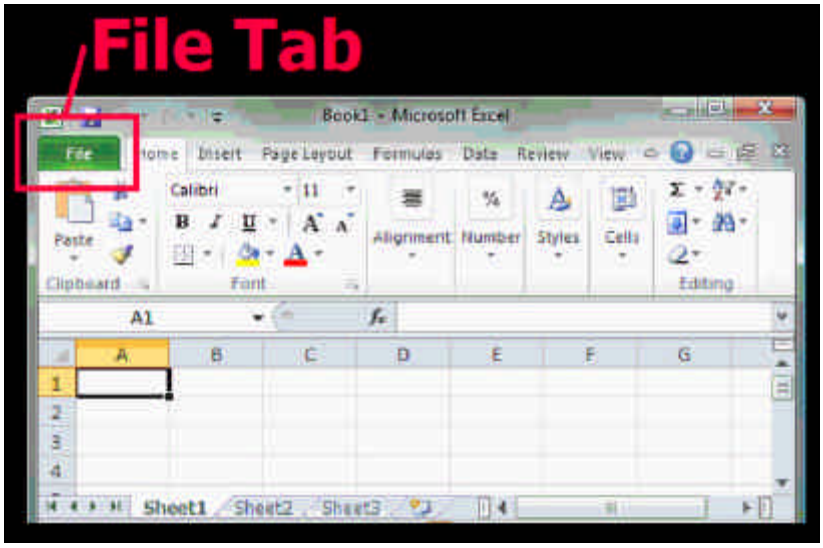


In the upper right corner of the window, you will see the window control buttons – **Minimize**, **Maximize** and **Close**. In Excel there are two sets of these buttons. The **top set** controls Excel as a whole. The **bottom set** controls the workbook or document inside of Microsoft Excel.



I cover **Minimize**, **Maximize** and **Close** in my Windows class, but as a quick review, **Minimize** will send Excel to my taskbar at the bottom of my screen. If I click on it with my mouse, it will restore it. If I click on the **Maximize** button, it will fill my entire screen. The **Close** button will shut down the Excel program and return me to Windows.

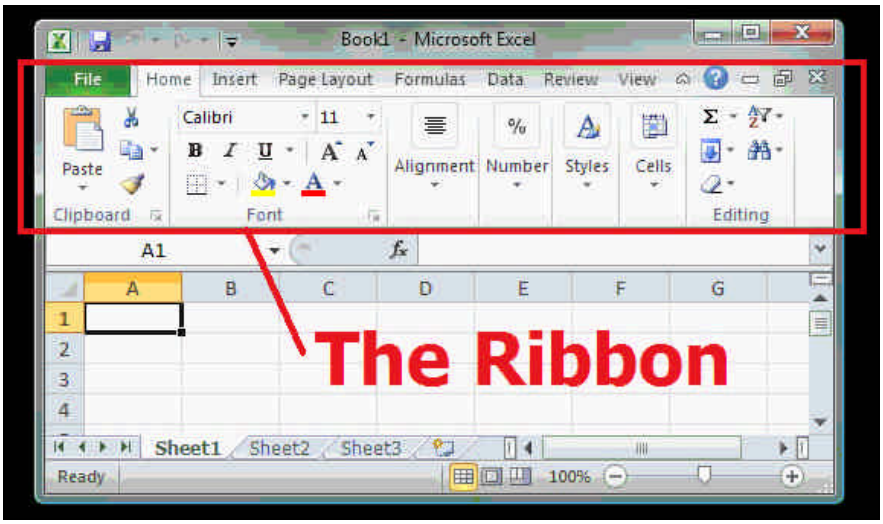
In the upper left corner is the new **File tab**, which takes the place of the "File" menu or "Office Button" in older versions. This is where we will go to **Save** our workbook, **Load** a new one, **Print** our workbook, etc. We'll talk about this more in a future lesson.



Lesson 2: Excel Interface – Part 2

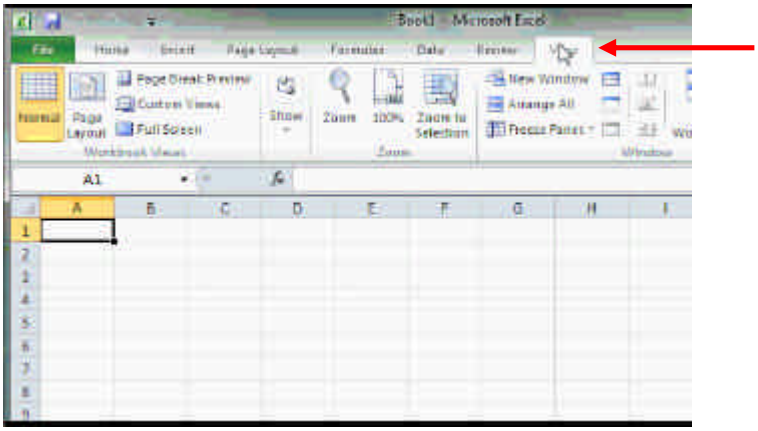
In this lesson we'll continue looking at the Excel Interface. We'll learn more about the **Ribbon**, **Ribbon Tabs**, **Groups**, **Command** buttons and **Dialog** box launchers.

At the top of Excel window is the **Ribbon**. This is Microsoft's new menu system that was introduced with Microsoft Office 2007. The Ribbon makes it much easier to find commonly used commands than previous versions. Plus, the Ribbon is dynamic and will change based on what task you are performing.

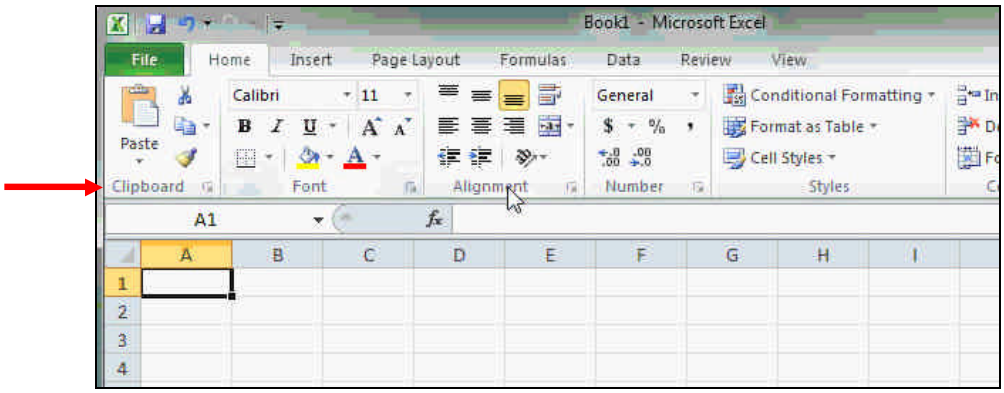


Commands on the Ribbon are grouped into different tabs **– Home, Insert, Page Layout, Formulas, Data, Review, View, Developer** (may or may not be visible).

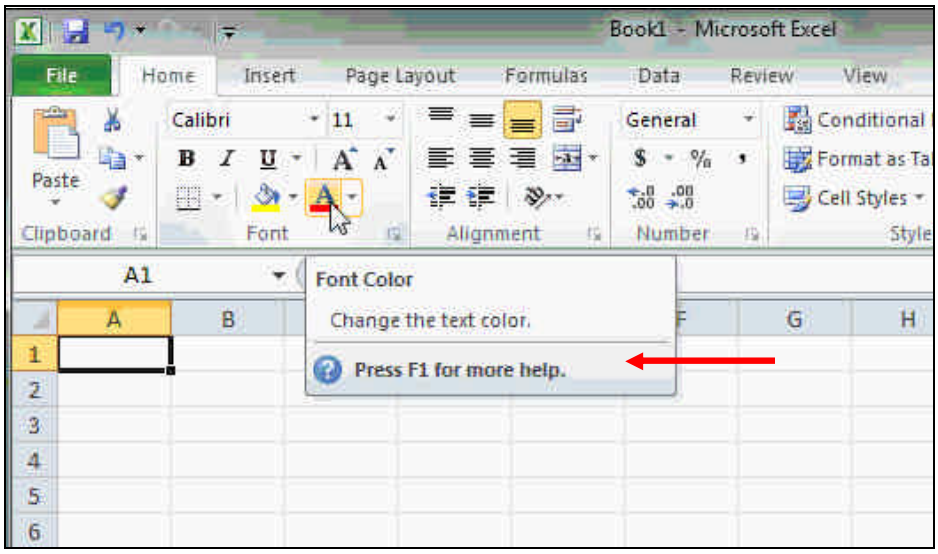
If we go back to the **Home** tab, we will see the most commonly used buttons. As I mentioned, the Ribbon is dynamic. The tab that you are on may change based on what you are doing. For example, if you are inserting a picture, the **Picture Tools Format** tool will appear. We will discuss this more in a later lesson.



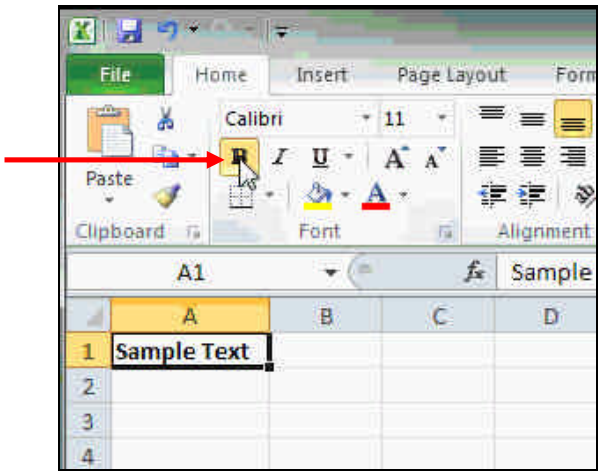
Each tab is further organized into Groups. For example, on the Home tab you will find **Clipboard, Font, Alignment, Number, Styles, Cells** and **Editing** groups. The purpose of these groups is to put similar commands together. For example, the entire **Font** commands are together – size, type, bold, italics, underline, etc.



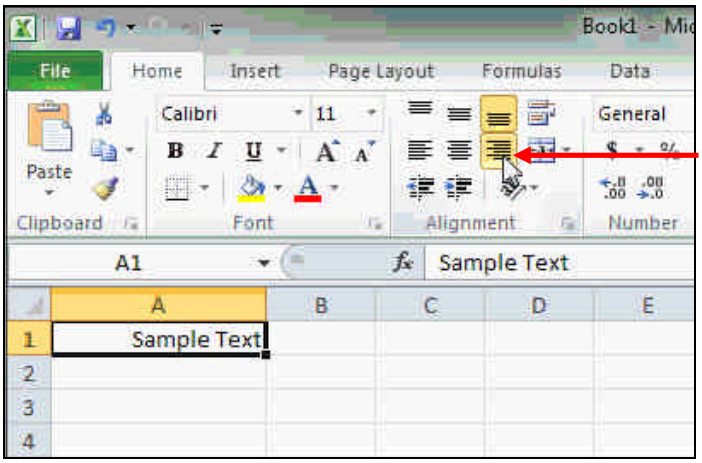
If you hover over one of the buttons, a pop-up appears telling you what the button will do. Pressing the **F1button** will provide you with more help if you need it.



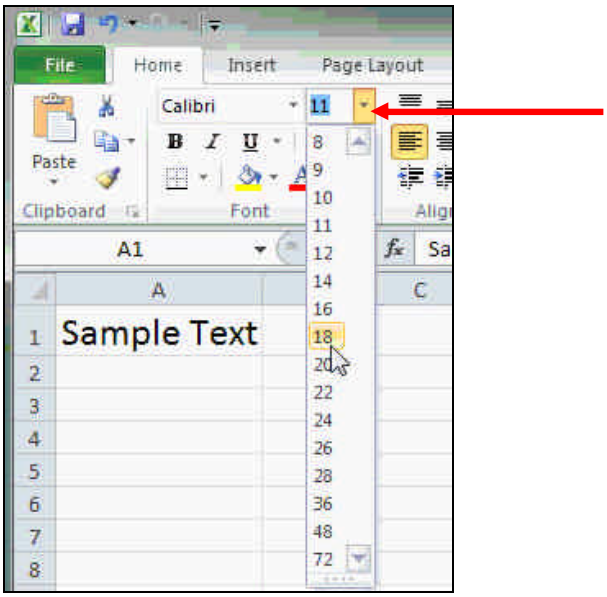
Most of the commands are simple **push buttons**, like the **Bold button ("B")**. When the command is on, the button will appear yellow. To turn off the command, just click on it again and the button will return to normal.



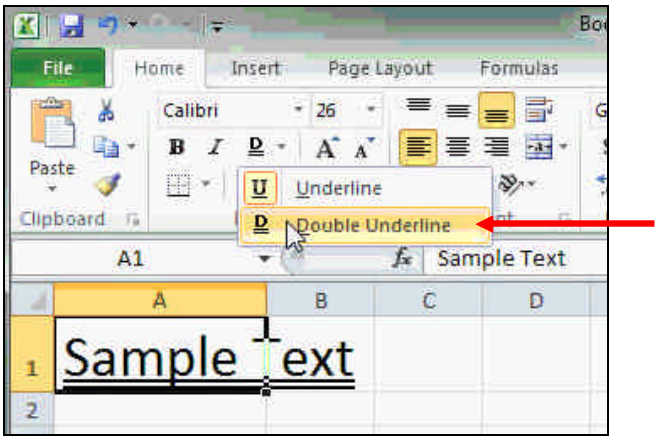
Some of the command buttons are in **groups**. For example, the **Alignment buttons** are grouped together – **Left, Middle, Right**.



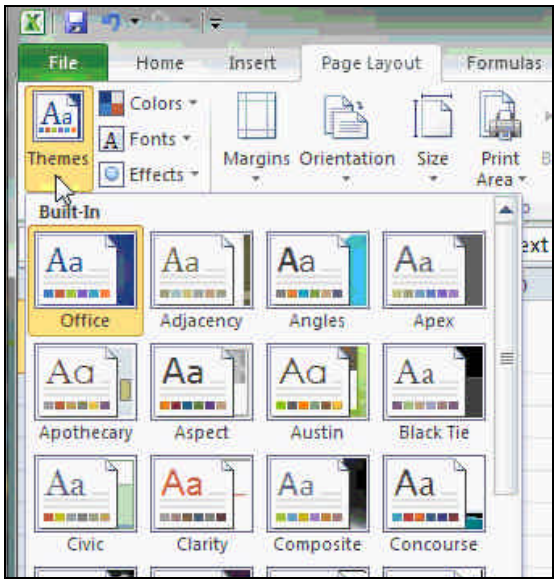
Some of the commands are **drop down menus**. For example, to change the size of the text, click on the down arrow which will open up a pull down menu where we can select a different font size. If you don't want to change the size, just click on the down arrow again to close the menu.



Some of the command buttons are actually **command button groups**. For example, we can click on the down arrow next to the **Underline ("U")** command to get a double underline. We'll talk more about this shortly.

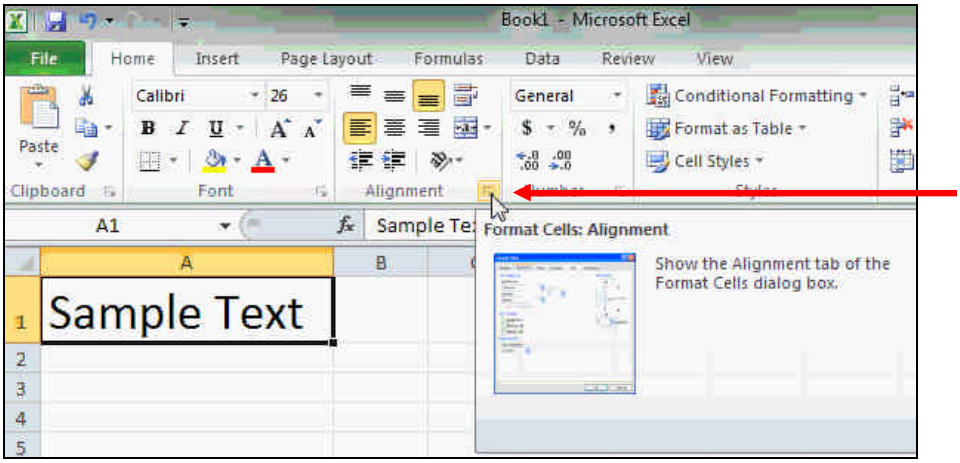


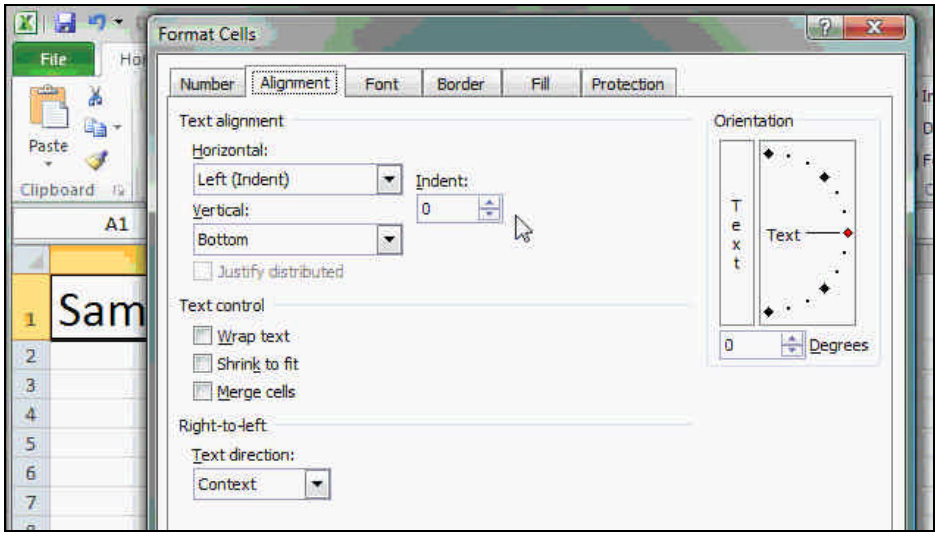
Some of the commands are grouped into **galleries**. For example, if you go to the **Page Layout** tab and click on the "**Themes**" button you will see a gallery of built-in themes. A **Theme** is a collection of colors, fonts and effects. We'll talk more about these in a future class.



Again, don't let all these commands confuse you. We're just reviewing some of these to show you the different types of button controls you'll find on the **Ribbon**. We'll review these commands in more detail as we get to them.

Some of these groups have a little button in the bottom right corner. If you click on it, it will launch a **Dialog box** or a bigger menu with more options related to that group. For example, if we click on the button on the alignment tab as indicated, we'll open the dialog box as shown.



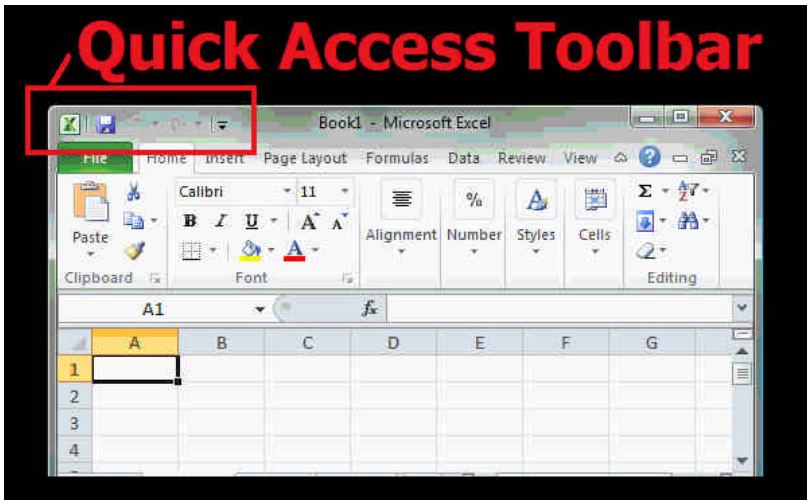


These dialog boxes have more options for you than what you will find on the Ribbon.

Lesson 3: Excel Interface – Part 3

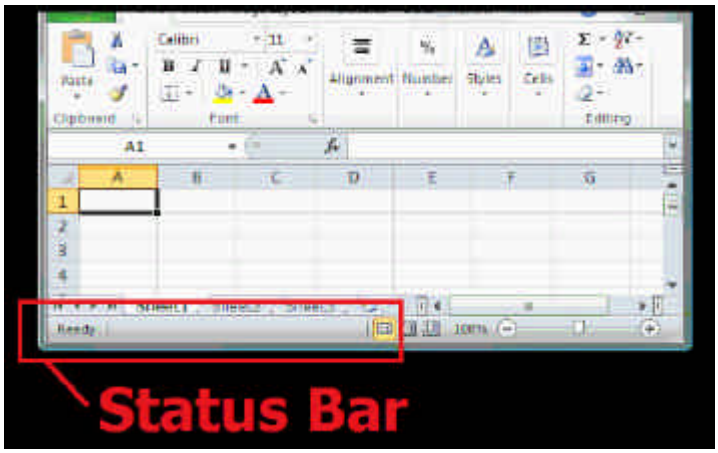
In this lesson we'll learn about the **Quick Access Toolbar**, the **Status** bar, the **Zoom** controls and the **Scroll** bars.

In the upper left corner near the **File tab**, you'll find the **Quick Access** Toolbar. In previous versions of Excel, you were able to create your own toolbar, or customize the built-in toolbars. In Office 2010 we get the **Quick Access Toolbar** which we can customize, and you can also customize the **Ribbon**.



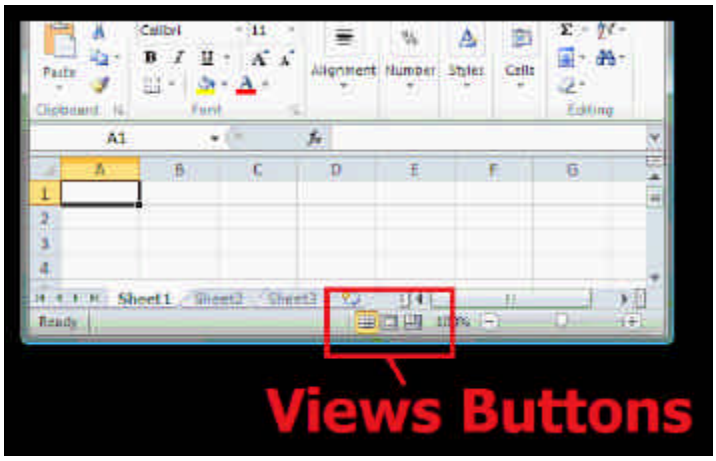
When you start Excel for the first time, by default the **Quick Access Toolbar** only has a few buttons on it – Save, Undo, Redo. You can add the commands that you use most frequently so you have easy access to it, which we will learn in a future lesson.

Toward the bottom of the screen you'll find the **Status Bar**. It generally says "**Ready**" when it's ready for you to input data. When you start typing in data it will say "**Enter**". If you select a range of numbers, it will give you interesting information about those numbers – like their average, count, max and sum.

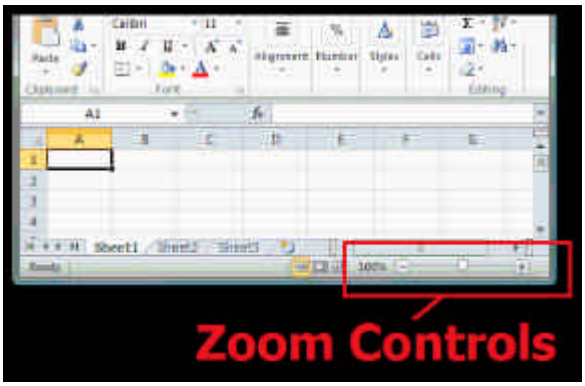


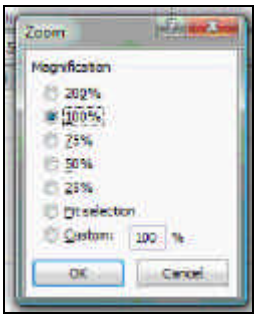
You can also customize the Status Bar by right clicking on it. We will learn more about this in a future lesson as well.

Next to the Status Bar you'll find the **Views** buttons. They let you switch between **Normal**, **Page Layout** and **Page Break Preview** views, which we'll talk about in a future lesson.

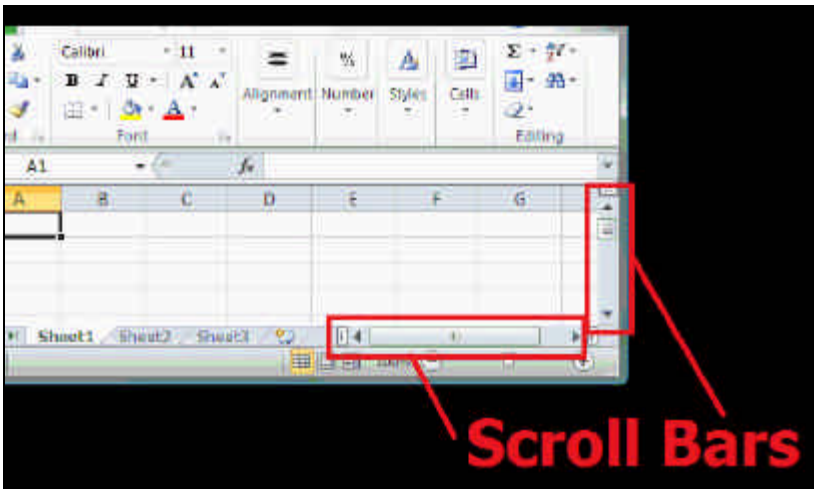


The next set of buttons is the **Zoom Controls**. You can use these "+" and "-" buttons to get closer to or further away from your spreadsheet. You can also grab the slider in the middle and slide it to zoom in and out that way as well. If you click on the "100%" button, you can select from a group of pre-set zoom levels.





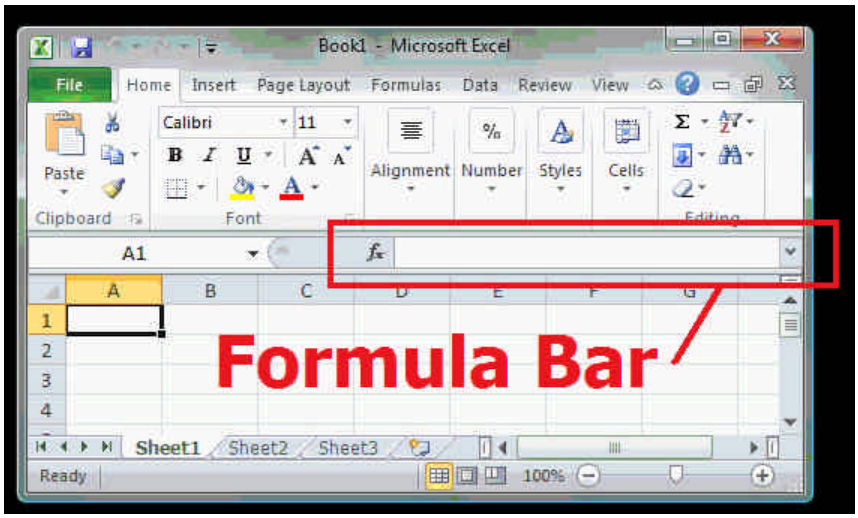
Next we have our horizontal and vertical **Scroll Bars**. They allow us to move left and right or up and down within our spreadsheets. You can click on the arrow heads to move one row or column at a time, or click and drag the box to move more.



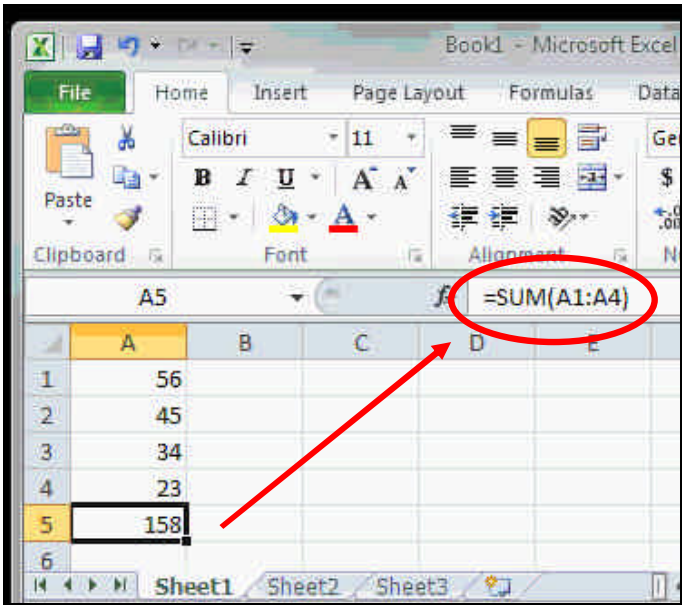
Lesson 4: Excel Interface – Part 4

In this lesson we will finish looking at the Excel interface and review those features that are unique to Excel – **Formula Bar**, **Parts of a Spreadsheet**, **Rows**, **Columns**, **Cells**, **Mouse Pointer** and **Sheet tabs**. So far we have covered features that are the same for all the Microsoft Office applications.

The **Formula Bar** is unique to Excel. If you click in the bar, you'll see a blinking cursor and extra buttons to the left ("X", "√" and "fx").



The **Formula Bar** will show you your formula even if numbers are in your cells. This is where you'll click to find hidden formulas or other information in your spreadsheet.


Book1 - Microsoft Excel
File
Home
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11
Paste
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A5
=SUM(A1:A4)
A
B
C
D
1
56
2
45
3
34
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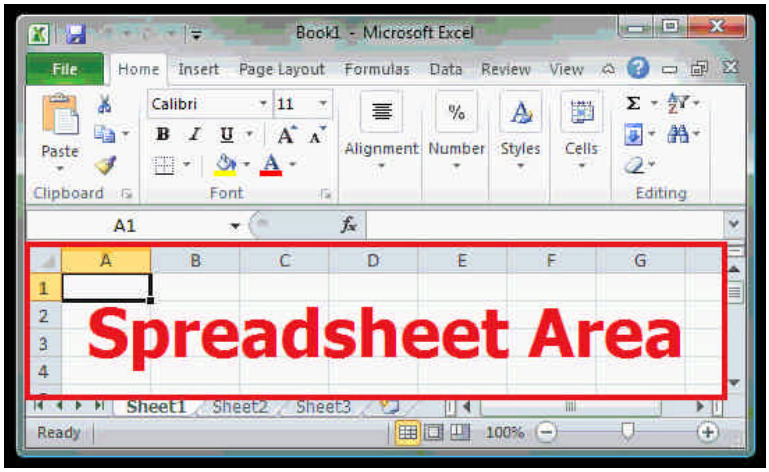
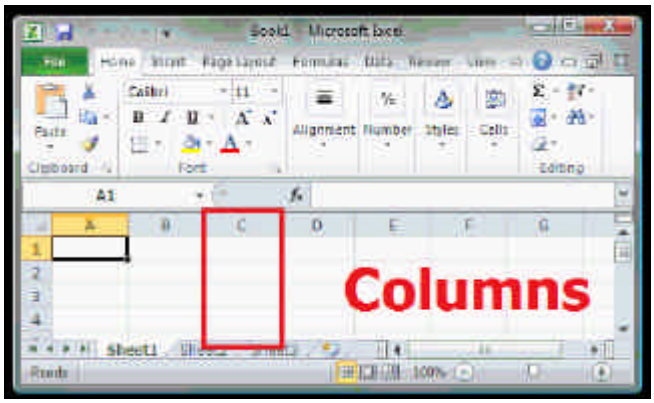
23
5
158
6
Sheet1
Sheet2
Sheet3

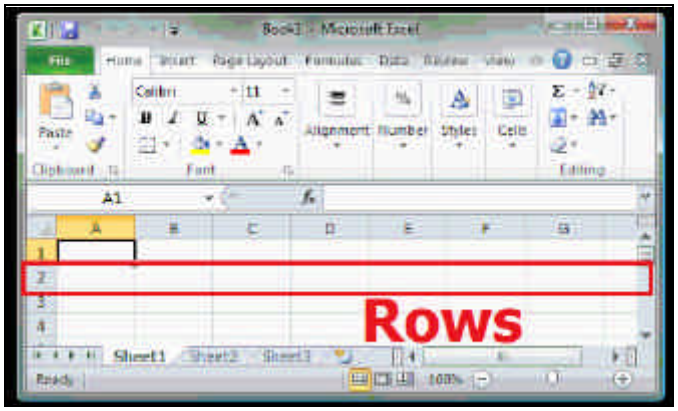
A **Spreadsheet** is made of **vertical columns** and each column has a designated letter at the top (i.e., A,B,C,D, etc). It also is made up of **horizontal rows** that are numbered (i.e., 1,2,3,4, etc.).



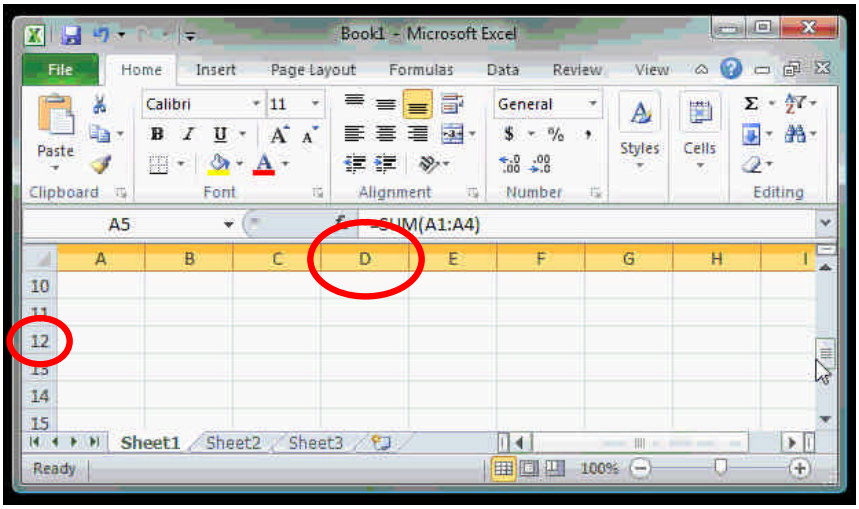
A spreadsheet consists of a couple of different things. It has **Columns**, which are vertical.



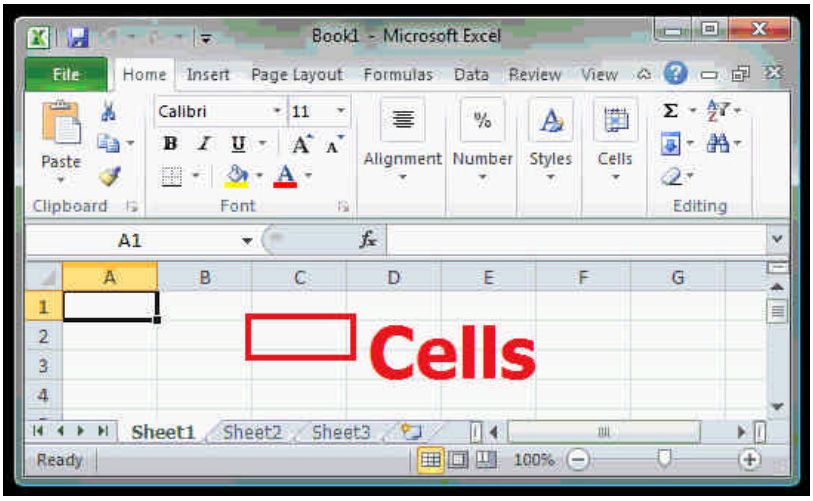
And **Rows**, which are horizontal.



Each **Column** has a letter above it, to identify it. Each **Row** has a number to the left of it.



The location where a row intersects a column is called a **Cell**. A **Cell** is defined by a column and a row. For example Cell E3, B2, A1, etc. When you click in a cell, you can see the cell name in the **Name Box**. This name box is useful because you can assign your own cell names as well.



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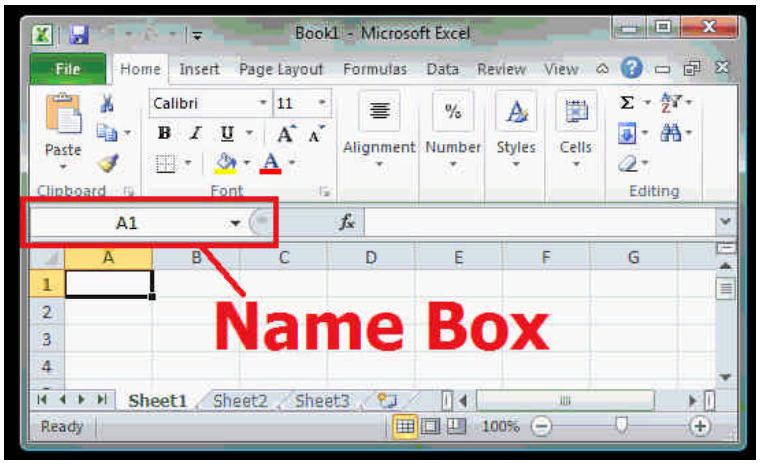
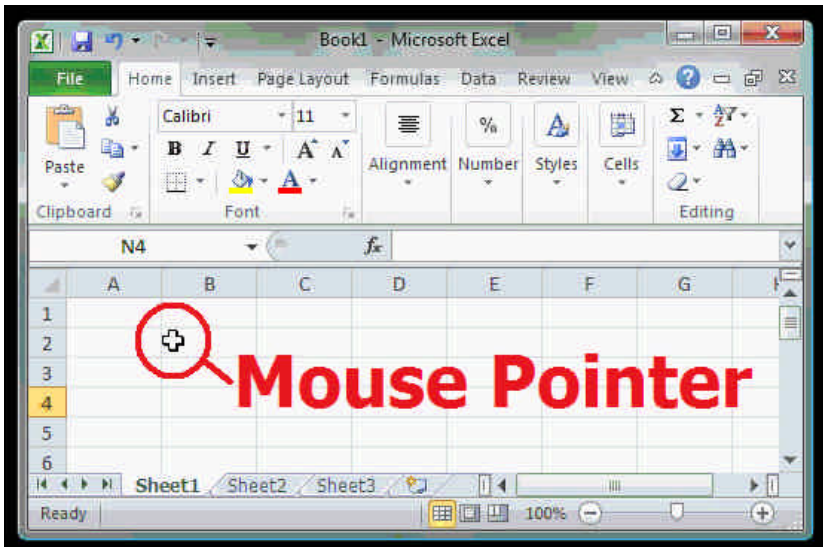
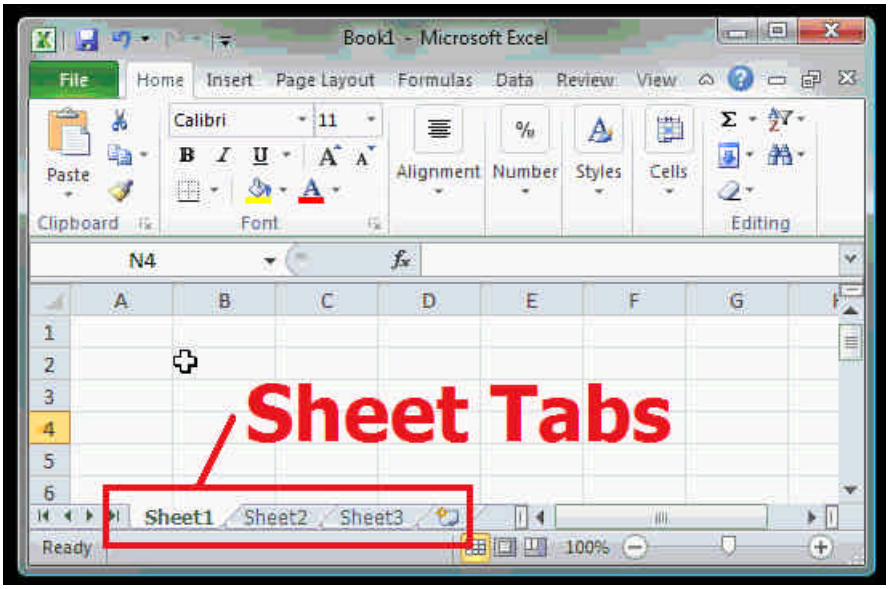


The **Mouse Pointer** looks like a "+" when it's over the spreadsheet. It can change depending on what you're doing. For example, if you point to a command on the Ribbon, it turns into a white arrow. If you move it between column headings it changes into a black double pointing arrow. We'll learn more about these as we go along.



Down toward the bottom of the spreadsheet, you have the **Sheet Tabs**. The Excel workbook, or file that you're working with, can be made up of multiple spreadsheets. You can have as many sheets in a workbook as you would like. To add another sheet, click on the icon on the last sheet to "**Insert Worksheet**".



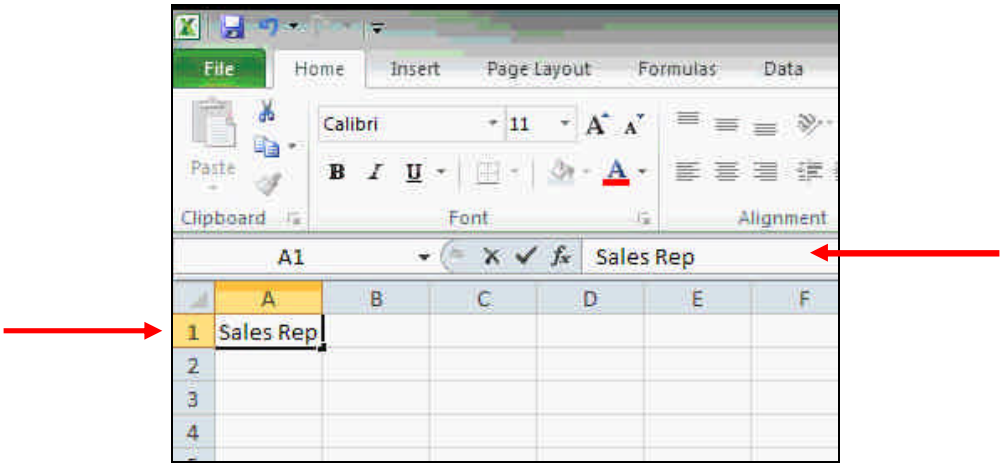
Generally, you use different sheets in a workbook to store related information. You can do a lot with these tabs including changing their name, their color, etc.

Lesson 5: Entering Data

In this lesson we will begin making our first spreadsheet and you will learn how to properly enter data into your spreadsheet.

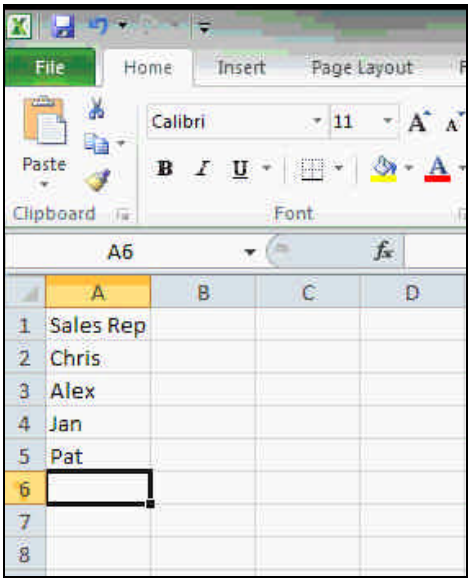
Let's begin by entering some sample text. We'll set up a sales summary sheet for a fictional company. We'll start by typing in a list of our sales reps.

Make sure you are in **Cell A1**. If you are not in that cell, you can click your mouse in that cell or using your arrow keys to move into the correct cell. Once you are in the correct cell, type "**Sales Rep**". You'll notice that it appears in the cell and in the **Formula Bar**. When you're done, press "**Enter**".

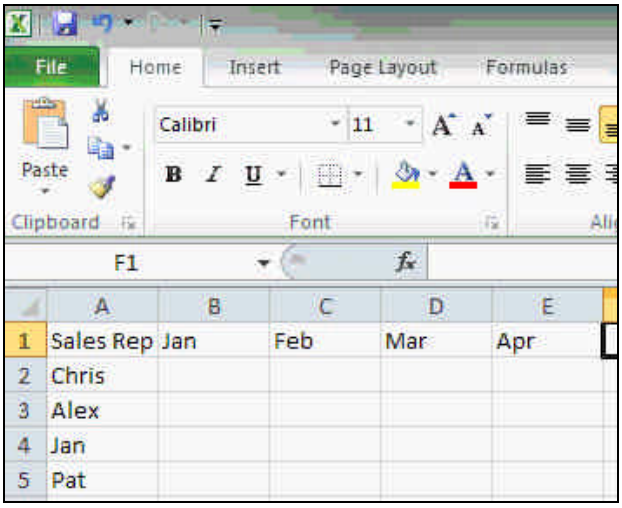


If you're entering data in the columns and you want to move down to the next row, you can hit the "**Enter**" key to keep moving down that column after you type in some data. Or you can simply use the down arrow key. If you want to move across the row into the next column, you can use the "**Tab**" key to move to the next column, or you can use the arrow keys.

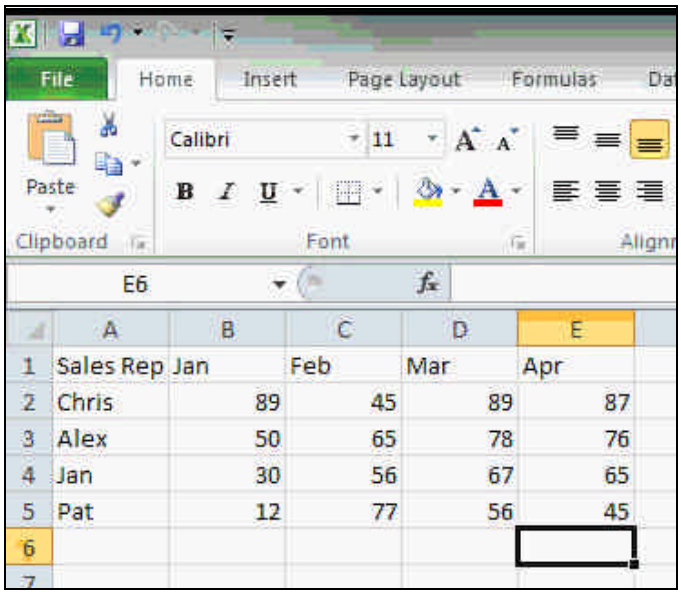
Now let's enter in the name of our Sales Reps. Make sure you're sitting in **Cell A2** and type in the following names, hitting "**Enter**" after each name to move down the column:



Now move into **Cell B1** either using your mouse or your arrow keys so we can enter the next column of data. We are tracking monthly sales for these reps, so in the **Header Row or Row 1**, let's type in the months, using the "**Tab**" key after each entry to move to the next cell across the row. For this example, we'll only go up to April:



Now let's go ahead and type in some sales figures. Use your arrow keys to move down to **Cell B2** and to begin entering data as follows:



	A	B	C	D	E
1	Sales Rep	Jan	Feb	Mar	Apr
2	Chris	89	45	89	87
3	Alex	50	65	78	76
4	Jan	30	56	67	65
5	Pat	12	77	56	45
6					

Notice how the number values align to the right of the cell and the text values align to the left. I'll show you how to correct this in the next lesson.

Lesson 6: Editing Data

In this lesson we will learn how to edit the data we just entered into our spreadsheet.

We just entered our list of sales reps, the months and the sales figures for those months and reps. Let's say we made an error and should have entered 62 in February for Alex's sales figures instead of 65. Now we'll have to correct that.

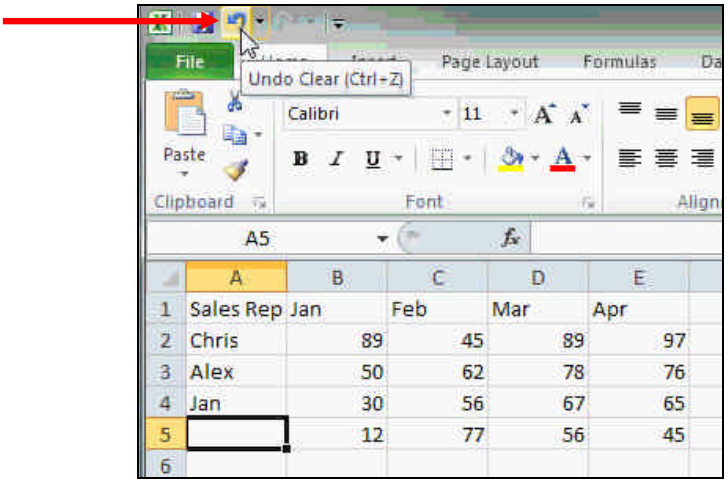
As with everything in Excel, there are multiple ways to fix this and I will show you a few. You can pick the method you like best and stick with it.

The first way is to simply **replace it or type over it** with new data. Simply click your mouse in **Cell C3** and type over the existing data with the new information. You don't have to delete the old data first.

The second way is to use the **Formula Bar**. Click on **Cell C3** and then click in the **Formula Bar**. You will have a blinking cursor and can edit the text any way you want.

You can also edit data right in place by **double clicking** on the cell. By double clicking on **Cell C3** it puts me in **edit mode**. You'll notice a blinking cursor in the cell and you can now press delete, change the data and hit "Enter". There are a variety of keyboard tricks as well. Pressing **F2** will put you into edit mode as well.

You can delete information inside of cells by using the "**Delete**" key. For example, if I click on "Pat" and hit the "**Delete**" key, it will remove the data. If you want to get "Pat" back, we could simply type it in again. However, if we click on the "**Undo**" button on the **Quick Access Toolbar** it will bring up "Pat" again. The button next to it is the "**Redo**" button which will erase the "**Undo**" action.



	A	B	C	D	E
1	Sales Rep	Jan	Feb	Mar	Apr
2	Chris	89	45	89	97
3	Alex	50	62	78	76
4	Jan	30	56	67	65
5		12	77	56	45
6					

Lesson 7: Formatting – Part 1

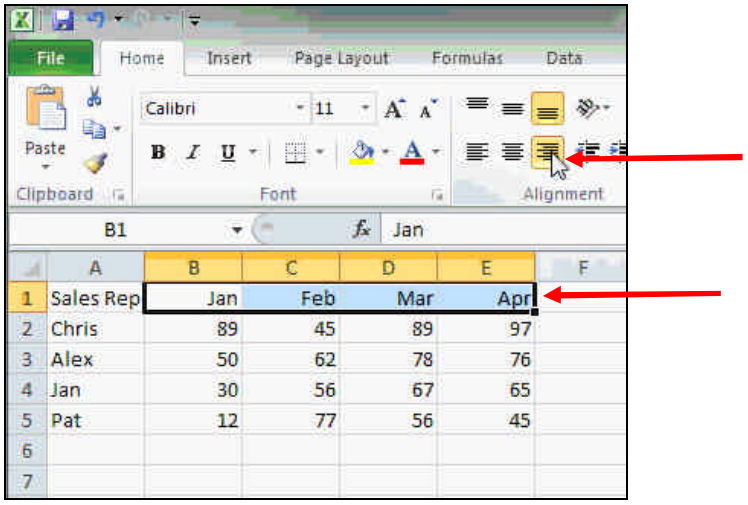
In this lesson we'll learn more about how to format our spreadsheets to make them look more professional. We'll learn more about **Alignment**, **Cell Ranges**, and **Bold/Italics/Underline**.

Now that we know how to enter data into our spreadsheet and we know how to edit that data in case we need to make a change, now let's see how we can format the spreadsheet to make it more professional.

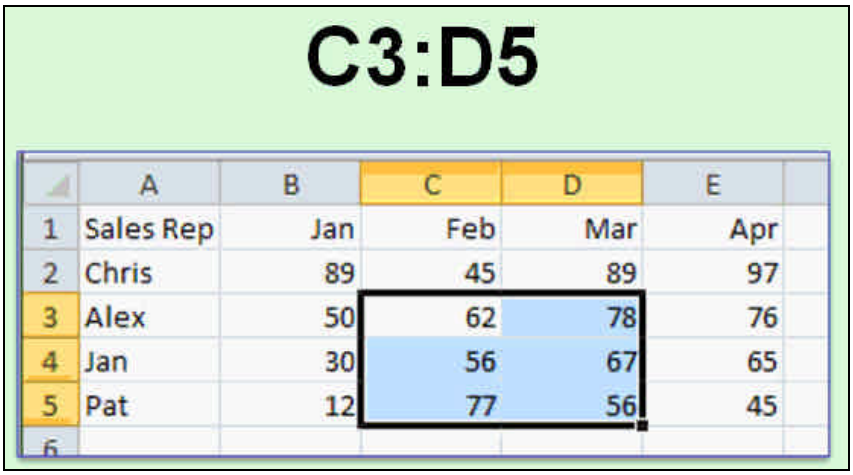
The first thing I'd like to change is the way the column headers don't line up over the data in our spreadsheet. Normally in Excel, text values will align to the left and number values will align to the right.

You can change the alignment of the data by clicking on the **Alignment buttons** in that group on the **Home** tab.

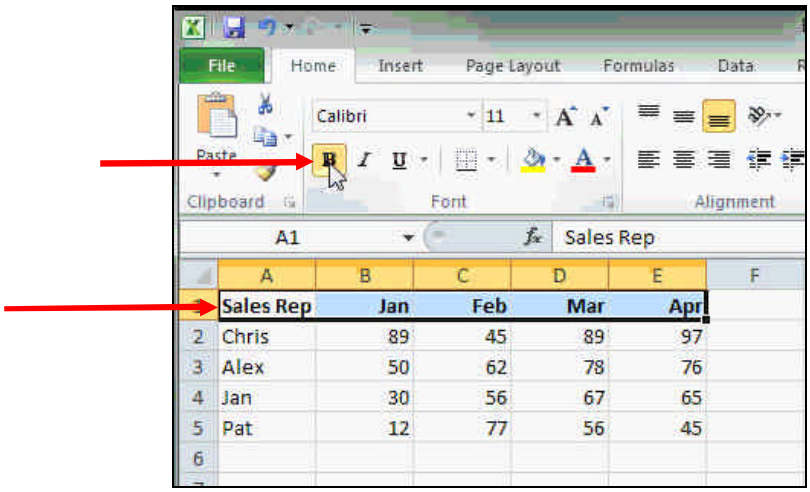
We can change the alignment in each individual cell. However, to save time, we can change more than one the same time by highlighting a range of cells and then clicking on the preferred alignment button. You can highlight a range of cells by clicking in the starting cell and dragging your mouse to the ending cell:



Cell Ranges can be horizontal or vertical, or they can be rectangular blocks of data as shown below. This will be beneficial later when we learn more about formulas and functions. The **Cell Range** is defined by its upper left cell followed by a colon, then followed by its lower right cell. In this example, the **Cell Range** is "**C3:D5**".



The next thing I would like to do is **Bold** my header row. Click your mouse in the starting cell, click and drag to the ending cell to highlight the header row. Then click on the "**B**" in the **Font Group** on the Ribbon to bold the text. If you don't want them to be bold, simply highlight the cell range again and turn off the "B" button. This will work for "**Italics**" and "**Underline**" as well.

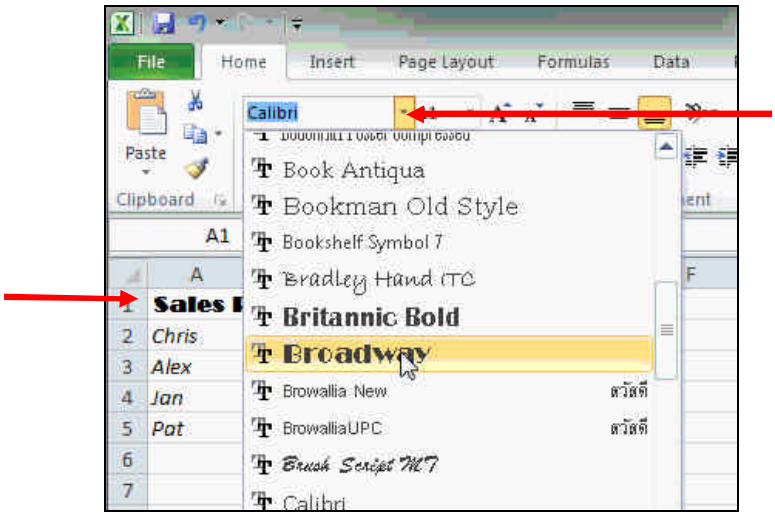


Lesson 8: Formatting – Part 2

In this lesson we'll continue with formatting, learning how to change the **Font**, **Font Size**, **Re-Size Rows and Columns**, and change the **Foreground and Background color** in our cells.

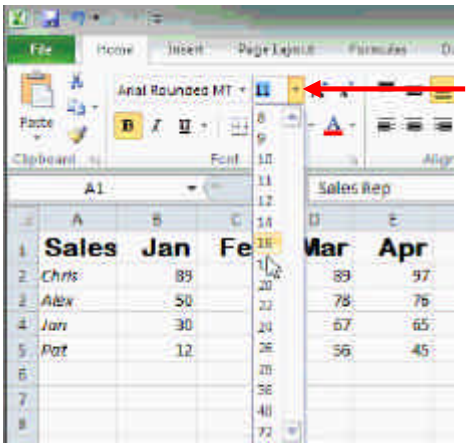
In the last lesson, we learned how to **select a range of cells** and make them **Bold**, **Italicized** or **Underlined**. Let's see some more of the **Font** options in this lesson.

Let's select **A1:E1** again on our spreadsheet. On the **Home** tab in the **Font** group you can change the **Font face**, or the way the font looks. Click on the drop down arrow next to the box to see your font options:



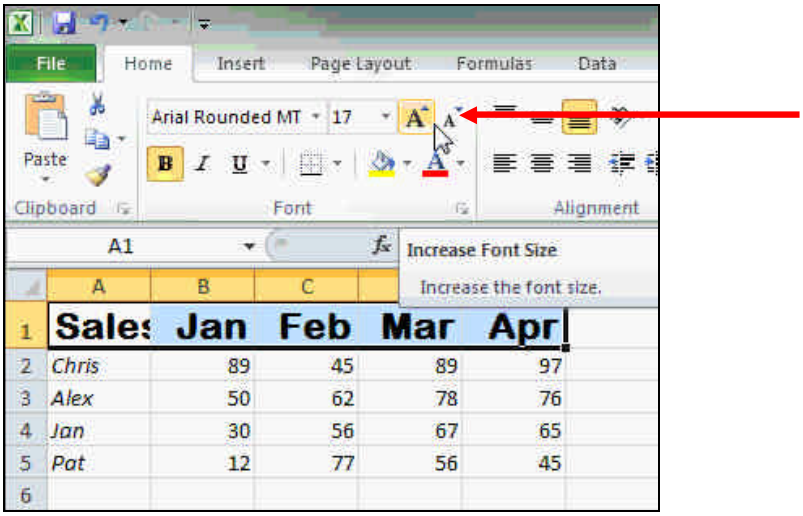
As you move your mouse over the options, notice in the background on the spreadsheet itself you will see a live preview of the font. This was a new feature in Excel 2007. When you find the font you want, just click on it to select it.

You can also change the size of the font by selecting the drop down box next to the font face box.



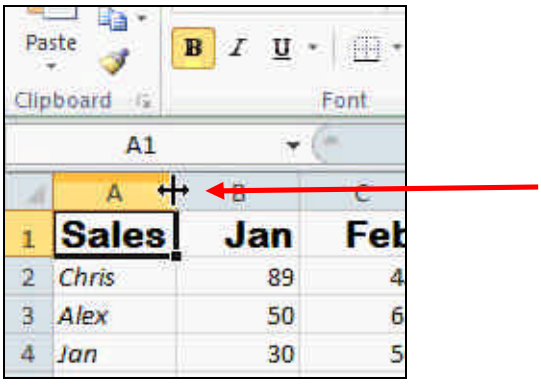
Again, as you move over the options, you'll see the size of the text change in the background. When you see the size value that you like, click on it to select the size. If you don't find the value that you like, you can click right in the box and type in the font size that you want.

You can also click on the "**Increase Font Size**" and "**Decrease Font Size**" buttons to change the font size in incremental steps.



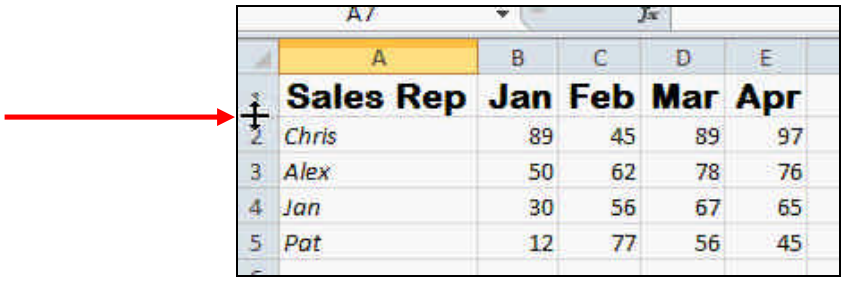
Now you may notice that in **Cell A1** you can only see the word "**Sales**" instead of "**Sales Rep**", but we can see in the **Formula Bar** it still says "Sales Rep". We can either change the font size or we can widen the column since it is too narrow now to display all the text.

In order to **Re-Size** the width of the column, take your mouse and move it between the column headers. It will change to a black double arrow. Then click and drag the column to the width that you want.

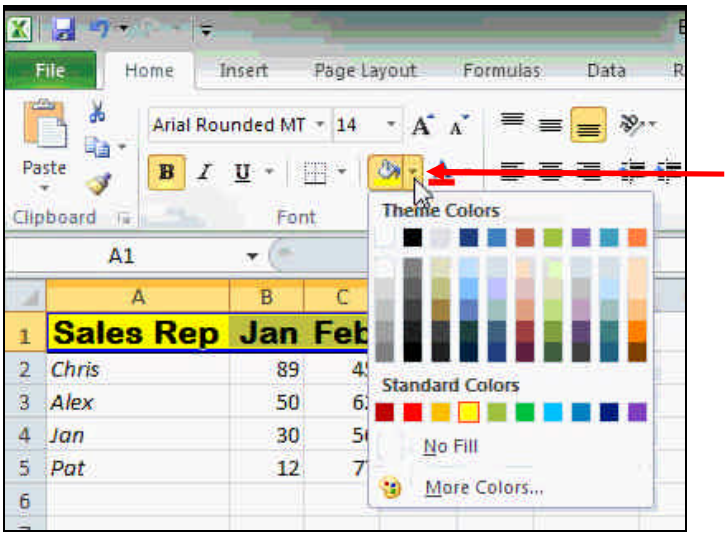


Now, if you don't want to have to guess how wide your column should be, you can double click the mouse instead of dragging it to change the column width. Excel will automatically re-size the column to the width that it needs to be in order to fit the data.

You can **Re-Size rows** almost the same way you re-size columns. If you move your mouse between the boundaries of two rows, you can click and drag the mouse to change the row height. Again, you can just double-click the mouse to automatically set the width to fit the height of the data.



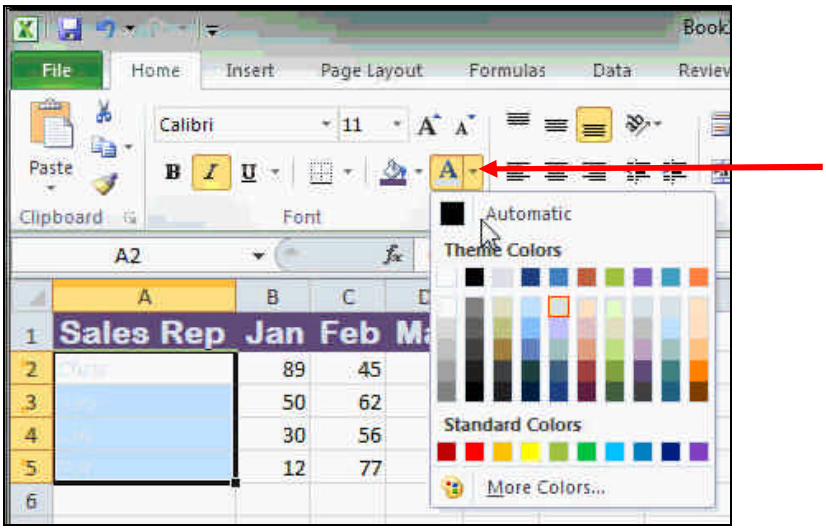
Now let's select **Cell A1:E1** again to change the **Background** or **Fill color** of the cells. The paint can icon in the **Font** group changes the color of the selected cells when you click on it. The bar underneath the paint can displays the current color in the paint can. If you don't want that color, click on the down arrow to open the color palette to select the color that you want.



Again, when you hover over the colors, you can see a live preview in the background on your spreadsheet before you select the color you want.

You can also select "**No Fill**" which would remove the color from the background. We'll learn more about "**More Colors**" in a future lesson.

If you want to change your **Foreground** or **Font color**, select the **Cell A2:A5** and click on the "**A**" button in the **Font** group next to the paint can. Again, the bar underneath displays the current color. If you want to change that color, click on the down arrow to open the color palette and select the color that you want:

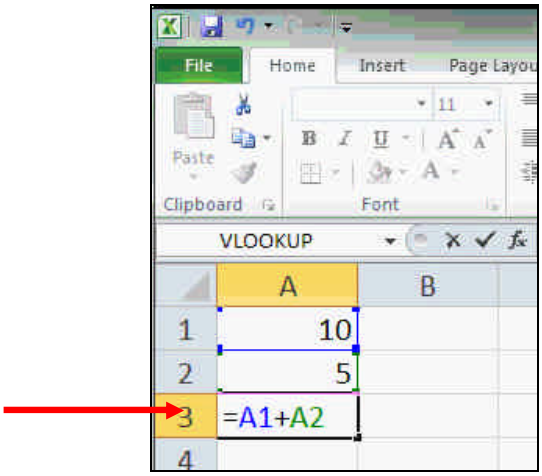


Lesson 9: Basic Math – Part 1

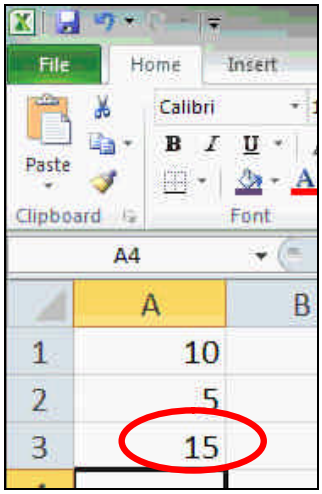
In this lesson we'll learn how to perform basic **Math Calculations** in Excel, how **Formulas** work, and **Basic Math Operators**.

Excel is great for storing data, but what if you want to perform some calculations on that data? Let's see how basic math operations work in Excel first.

Click on "**Sheet 2**" in our workbook to give us some room to play around with math functions. Let's enter data into two different cells as shown. Now let's add up the values of those numbers. A calculation in Excel is like a math problem, only backwards - **Z=X+Y**. In Excel, X and Y would be replaced with the **Cell Names** that contain the data we want to calculate. We can remove the Z, but we **always** need to include the "=" sign.

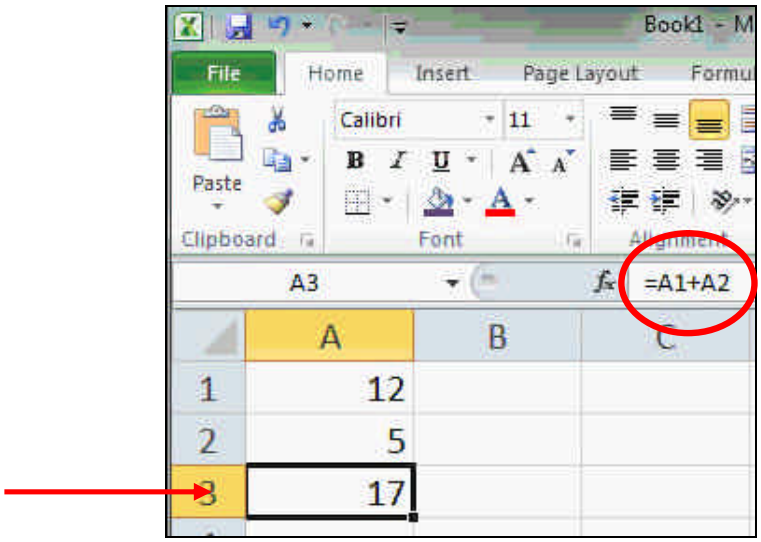


When you are done, press "**Enter**" and the sum will display:



One of the nice things about using Excel is that it will automatically recalculate your formulas if the data changes in your cells.

If we click on **Cell A3** and look at the **Formula Bar,** we can see the actual formula we used to get the result. The cell will always display the result of the formula.



If you want to make a change, you can either make the change right in the cell or in the **Formula Bar** to the formula.

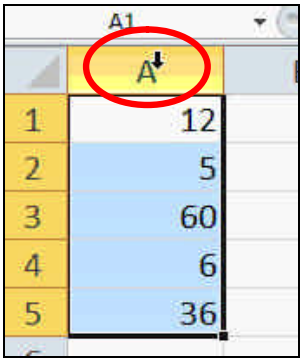
Here are the basic math operators available in Excel and the symbols you would use in your formulas for each:

Basic Math Operators

Addition	+
Subtraction	-
Division	/
Multiplication	*
Exponentiation	^

You can also use **constants** in your formulas, which means you don't need to always use cell values. For example, you can use "**=A3+3**" where "**3**" is the constant. You can do this with any of the basic math operators.

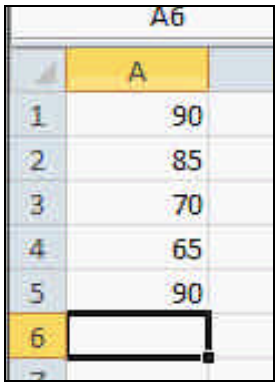
Before we move on to the next lesson, let's **clear our data** from the cells on Sheet 2. You can either highlight all the cells and click "**Delete**" or you can click on the top of the column header to get a black downward arrow which will highlight the column. Click "**Delete**" and your data will clear the cells.



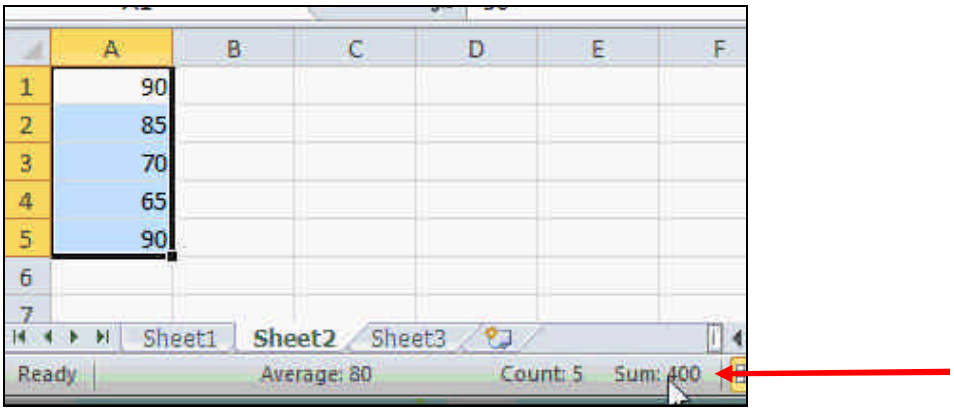
Lesson 10: Basic Math – Part 2

In this lesson we'll continue looking at basic math operations in Excel by learning how to get the **Average** of a group of cells and we'll learn about the **Order of Operations**.

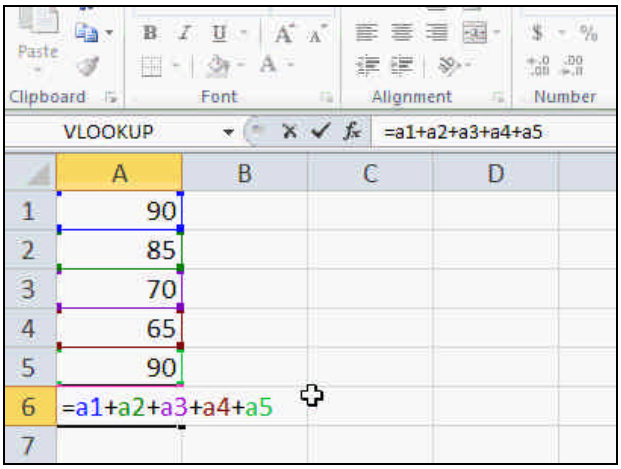
In our last lesson, we learned how to perform some basic math operations on our data, like addition and subtraction. We only added our numbers two at a time though. Let's say we have more numbers we want to add up, like test grades. Enter the data as shown on Sheet 2 of your workbook:



Now let's say we want to add those numbers together. First, if you highlight that range of cells and look at your **Status Bar**, you can see the sum of the data. You can also see the average, count and max:

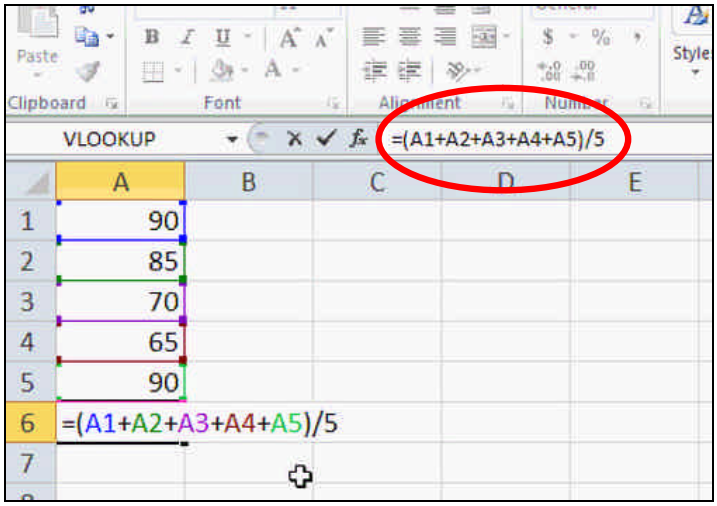


In order to get the sum into your sheet, click in **Cell A6** and type your formula. But if you don't want to type in each cell name individually, all you have to do is click on the Cell to add it into the formula. Make sure to include the equal sign and enter the "+" sign after each cell name:



Now if we want to find the **Average** of these numbers, we would add them together and then divide by the number of the items. Notice though that you can't just put the division at the end of the formula because we need to remember the **Order of Operations** to get the result we want – what do we want to do first before going to the next operation.

What we need to do in this formula is add parentheses around the addition portion of the formula and then divide that result by 5 in order to get the correct **Average:**

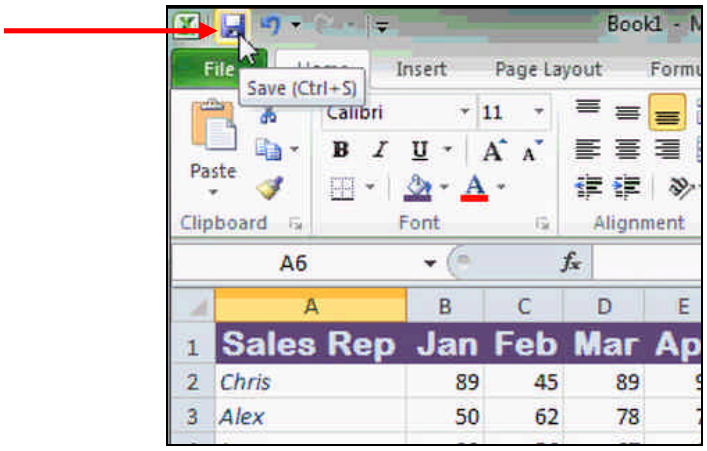


Lesson 11: Save, Load & Print

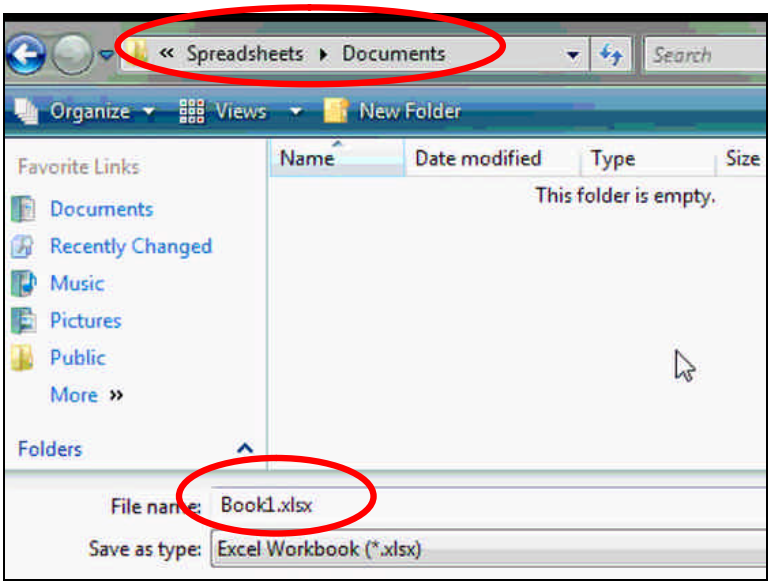
In this final lesson, we'll learn how to **Save** our workbook, **Load** it again and **Print** it.

Make sure your workbook is open to Sheet 1 again. Let's **Save** this workbook to our hard drive so we have it for later. There are a couple of different ways to do this.

If you click on the **floppy disk icon** on the **Quick Access Toolbar**, it will open the "Save As" dialog box.

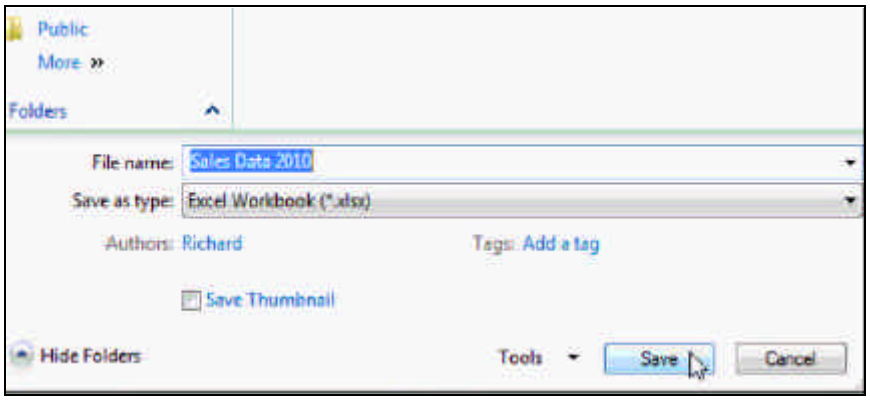


It will put me in my "**Documents**" folder. Towards the bottom you can see it says "**Book1.xlsx**" which means it is an Excel document. You may only see "**Book1**" which is okay. This has to do with your settings which will be covered in a later lesson.

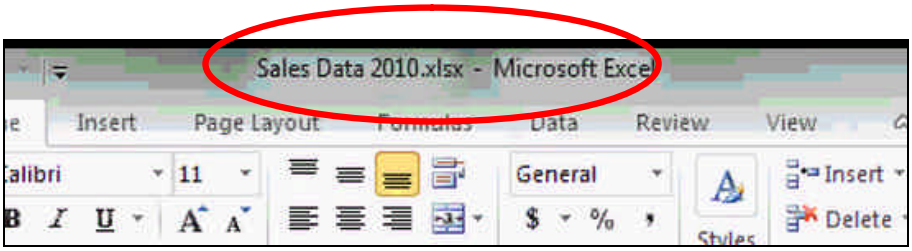


Make sure the "**Save as type**" says "**Excel Workbook**", which it should by default. You can set-up a "**Spreadsheets**" folder if you like to save your documents like I do, but you don't have to. We covered setting up folders in our Windows Basics courses.

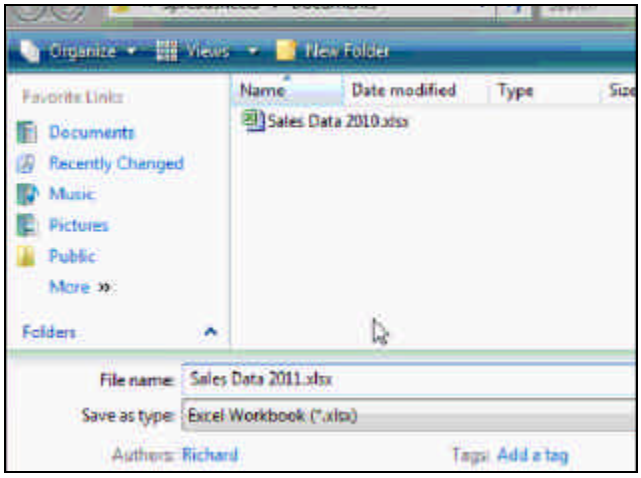
Now I will type in a meaningful name in the "**File Name**" box – like "**Sales Data 2010**" – then click on the "**Save**" button on the bottom right of the dialog box.



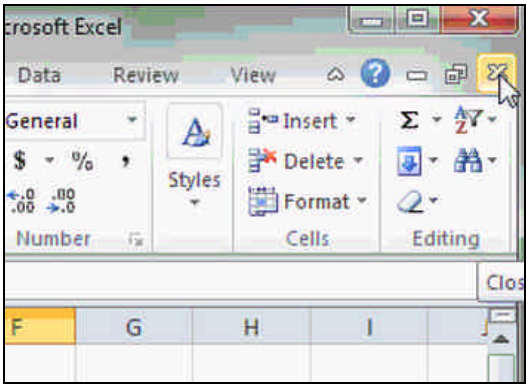
Now you'll notice on the top of your Excel Workbook you'll see the "**Sales Data 2010**" file name on your **Title Bar**:



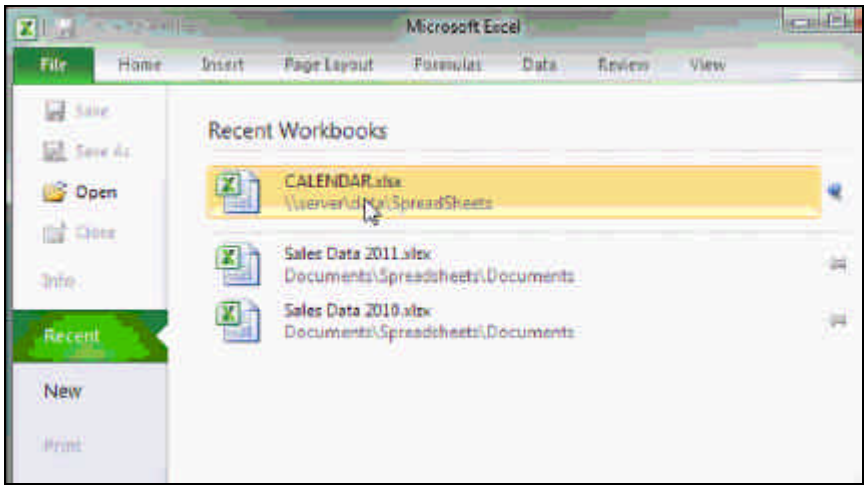
If we want to enter data for 2011 and save it, we don't want to replace the 2010 file. So in order to save the new file, go to the **File tab**, click "**Save As**" and name and save your new file:



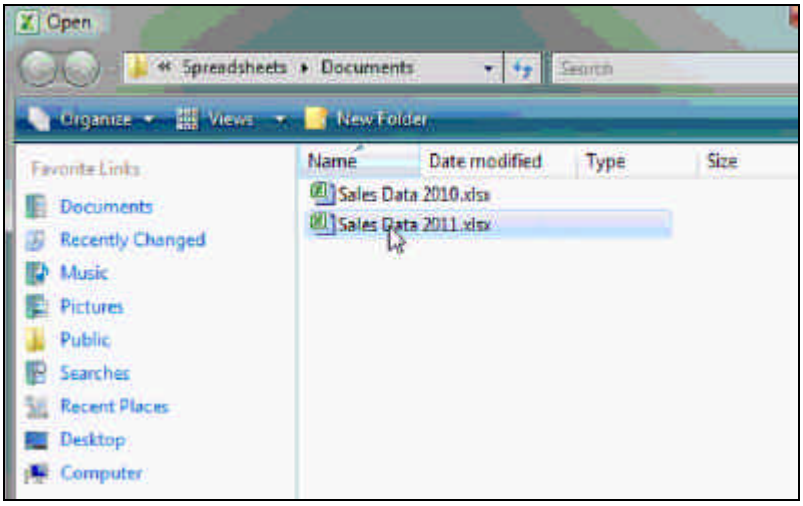
Let's close this workbook file. Remember, in order to do this click on the bottom "**X**" to close just the spreadsheet, not Excel.



To **Load** a workbook, click on the **File tab**. On the right-hand side you'll see a list of recent documents that you may have been working on. To open one of these documents, just click on it:

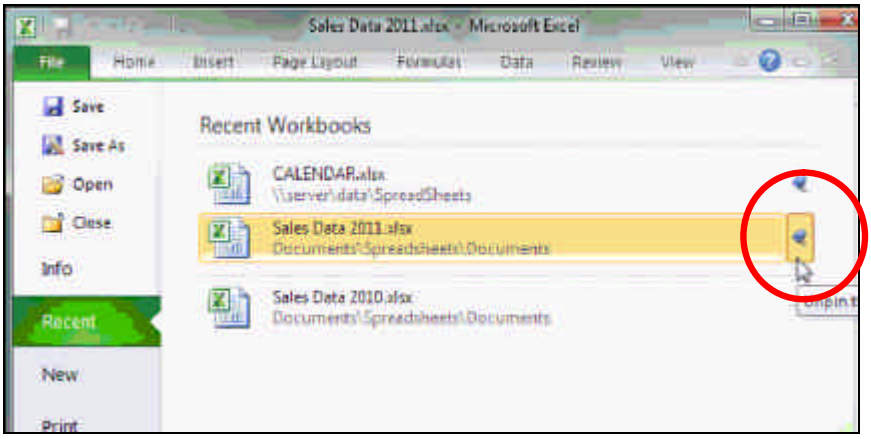


If the document that you want is not on the recent documents list, just click on the "**Open**" folder on the left side to look for and open your document:



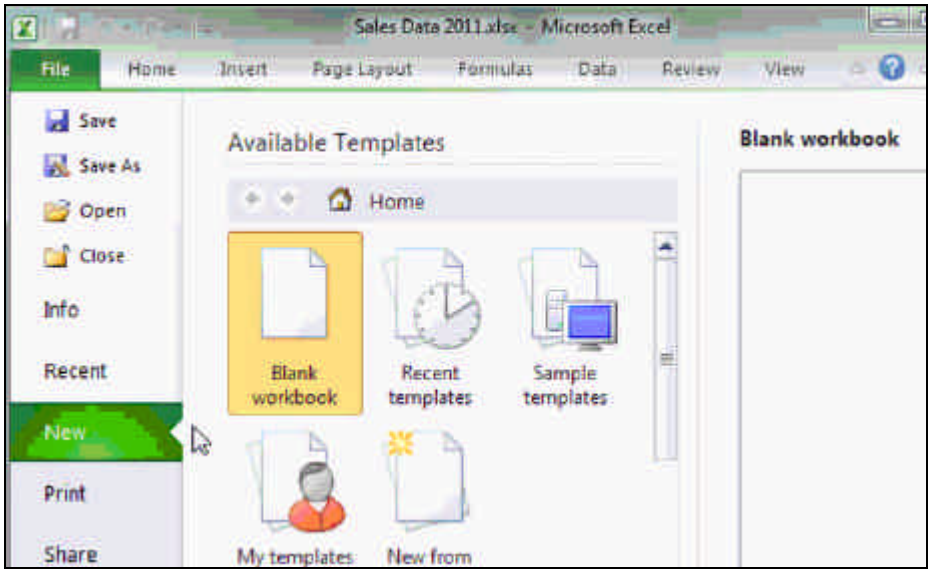
To open the file once you have found it, you can either double-click on it or click on it once and select "**Open**" at the bottom right.

If you have files that you work with on a regular basis and you want to make sure it stays on the recent document list, click on the **push pin icon** to the right of the document name on the list. This will pin it down to your recent documents list. If you un-pin it, it will eventually go away as you work with more documents.



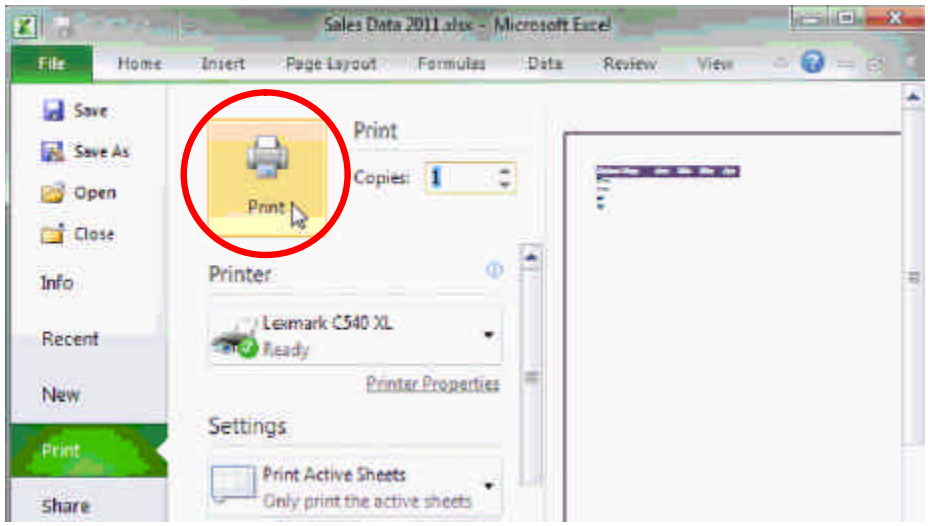
If you want to create a new workbook and you're already working in Excel, click on the **File tab** and the "**New**" folder. This will open up the "**New Workbook**" window which will have several options for you, including templates you can download from Microsoft Office online. We will cover this in future lessons.

For now, just double-click on "**Blank Workbook**", or select it and click on "**Create**" at the bottom right to open a blank new workbook.



Finally, once your spreadsheet is built, you may want to **Print** it. Click on the **File tab** and go to the "**Print**" option. On the far right you will see a small preview of how the printed document will appear.

You can choose the number of copies and change the printer. When you are ready to print, press the **Print** button. The document is then sent to the chosen printer.



Review

Let's take a moment now to review what we covered in class.

- We learned about the Excel 2010 Interface – i.e., the ribbon, all the different parts of the window, the title bar, maximize/minimize, quick access toolbar, the zoom control, etc.
- We learned how to enter data in a cell
- We learned how to move around with the mouse, the arrow keys
- We learned how to edit the data using the formula bar or directly in the cells
- We learned about "undo" and "redo"
- We learned how to format our cells – changing font information, alignment of data in the cells, bold/italics/underline, foreground and background colors
- We learned how to re-size rows and columns
- We learned basic math – different math operators, order of operations, how to add a range of cells together and how to average
- We learned how to save, load and print our sheets

RICK'S NOTE: I really do enjoy getting surveys from you! Make sure you visit the web page above and fill out the survey for this class. Let me know if I've moved too fast, and whether or not I covered material that was helpful to you!

What's next? Microsoft Office Excel 2010 Beginner **Level 2**

Contact Us. If you have any questions, visit www.ExcelLearningZone.com/contact or post your question(s) on the Student Forum discussion board.

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