

Learn Microsoft® Excel® 2010 Step by Step, Level 1

Student Guide

To install the Microsoft Office 2010 software, your computer must meet the following minimum requirements:

- 500 megahertz (MHz) processor
- 256 megabytes (MB) RAM (512 MB recommended for Microsoft Outlook® 2010 Instant Search; 1 gigabyte (GB) required for Microsoft Word 2010 grammar and contextual spelling features)
- CD or DVD drive
- 3 GB available hard disk space

Note: Hard disk requirements will vary depending on configuration; custom installation choices may require more or less hard disk space.

- 1024 × 768 or higher-resolution monitor
- Keyboard and mouse or compatible pointing device
- Windows® 7, Windows Vista® with Service Pack 1 (SP1) or later, Windows XP SP3 or later, Windows Server® 2008, or Windows Server 2003 SP2 or later
- Internet connection for download and activation of products, accessing Microsoft Office Online and online Help topics, and any other Internet-dependent processes
- Windows Internet Explorer® 7 or later

In addition to the hardware, software, and connections required to run Microsoft Office 2010, you will need the following to successfully complete the exercises in this book:

- Microsoft Excel 2010
- Access to a printer
- 1 MB of available hard disk space for the practice files

The practice files necessary to complete the exercises for this Level 1 course are available in the following file:

50544A-ENU_PracticeFiles.zip

The practice files are organized in folders corresponding to chapters of the *Microsoft Excel 2010 Step by Step* book on which this course is based, as indicated in the table on the following page.

Page	Description	Folder	Practice File
4-6	Create and save workbooks; work with standard and custom workbook properties	Chapter01	ExceptionSummary_start.xlsx
9-10	Insert, rename, move, copy, delete, hide, and unhide worksheets; change a worksheet tab color		ExceptionTracking_start.xlsx
13-15	Insert, delete, hide, and move columns, rows, and cells		RouteVolume_start.xlsx
23-27	Change the zoom level; switch between workbooks; cascade workbooks in the program window; add a button to the Quick Access Toolbar; customize the ribbon		MisroutedPackages_start.xlsx PackageCounts_start.xlsx
33-34	Enter data by using multiple methods; control how Excel formats an extended data series	Chapter02	Series_start.xlsx
37-38	Copy and move data and data headers; use Paste Live Preview		2010Q1ShipmentsByCategory_start.xlsx
40-43	Find and replace data and formatting		AverageDeliveries_start.xlsx
46-48	Check spelling; work with the dictionary, thesaurus, and translation tools		ServiceLevels_start.xlsx
51-52	Create and modify an Excel table; add and configure a Total row		DriverSortTimes_start.xlsx
87-89	Format data and cells; change the default font	Chapter04	VehicleMileSummary_start.xlsx
97-101	Use workbook themes and table styles		HourlyTracking_start.xlsx
116-118	Insert and modify images; set an image as a worksheet background		CallCenter_start.xlsx phone.jpg texture.jpg
306-309	Create custom headers and footers	Chapter11	ConsolidatedMessenger.png RevenueByCustomer_start.xlsx
316-318	Set worksheet and workbook print options		PickupsByHour_start.xlsx
320-321	Print nonadjacent worksheets; suppress error printing		SummaryByCustomer_start.xlsx
324-326	Control the content, size, and location of printed worksheet content		HourlyPickups_start.xlsx
326-327	Print a chart		CorporateRevenue_start.xlsx