

Excel 2010 Introductory Topics

- I. What's new in Excel 2010**
- II. Creating and Manipulating Data**
 - a. Insert data by using AutoFill
 - b. Ensure data integrity
 - c. Modify cell contents and formats
 - d. Change Worksheet Views
 - e. Manage worksheets
- III. Formatting Data and Content**
 - a. Format worksheets
 - b. Insert and modify rows and columns