Getting Started with Microsoft Excel 2010



Created by the HUSD Information Services Department

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A New Look

In Excel 2010, there have been some features that are new or have been re-added and some features that have been removed from past versions of Excel. The biggest visual change has been the replacement of the Excel 2003 Command Line (File Edit View Insert...) for The Ribbon. The Office Button in Office 2007 has gone away and replaced by the File Tab. These features will be described in the following pages.



The X Button

This button was removed in Office 2007 and makes its return in 2010. This button is convenient in that you can Minimize, Maximize or Close Word without having to traverse your mouse across the entire screen to the right corner to perform these same actions. With our monitors getting larger, this is a nice feature.



The Minimize Ribbon Button

While viewing a spreadsheet, it may be convenient to minimize the Ribbon to see more of your work. To minimize, just click on the 'up arrow' symbol. You will get the view as seen below.

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To expand the Ribbon, just click on the 'down arrow' symbol.

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The File Tab

The File tab is basically the same look as the <u>File</u> command for Office 2003 users. You will still see the same commands such as, Save, Save As, New, Print, etc. For Office 2007 users, the Office Button has gone away and has been replaced by the File tab. Here, you will still find the same basic file commands. The screen below is the initial view with Info being highlighted in the left column and the right side giving you more information about your document like file size, modification date and author.



The Quick Access Toolbar

The Quick Access Toolbar is located in the upper left corner and is intended to store the buttons you will use most often.



By default, the Quick Access Toolbar shows the Save, Undo, and Redo buttons, however if you click on the drop down arrow just to the right, you can customize it to fit your needs. In the example below, I have added the Quick Print button. The Save icon (which appears as a floppy diskette symbol) is convenient to click on when wanting to save your work instead of clicking on the Save icon from the File tab.

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The Ribbon

The Ribbon is designed to replace the menus and toolbars of Office 2003. The goal of the Ribbon is to keep commands visually up front so that they are easy to access as you work.



The Ribbon is divided into what are called Groups (Clipboard, Font, Alignment, Number and Styles, etc.). Each Group has a triangular icon in the lower right hand corner. Clicking this will bring up an additional menu window. For example, clicking the triangle in the Alignment group brings up the classic Format Cells window.



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You will find that most of your needs can be found right on the Ribbon Group itself.	Format Cells Number Alignment Font Border Horizontal: Indent: General Indent: Vertical: 0 Bottom Indent: Justify distributed Indent: Text control Image: Strip distributed Wrap text Shrink to fit Merge cells Right-to-left Text direction: Context	Orientation T
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The Help Button



There is so much that Excel can do in the latest version that it's hard to know everything. If you want information on a topic, click on the '?' symbol in the upper right hand corner and the Help window will appear like below. You will see common topics to click on or you can type in a word or question in the search field to find further information.



Create a New Workbook

Getting started with a basic workbook in Microsoft Excel 2010 is simple. Just open Excel and a new workbook will open. Or, if you want to create an additional workbook besides the one you already have opened, click on the **File** tab, click on **New** in the left column, then double click on **Blank workbook** and a new workbook window will appear.

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There are also many other type of workbook templates to choose from under the Office.com Templates section such as Charts, Budgets, and Forms. If there is no Internet connection, you may choose from the **Sample templates** under **Available Templates**.

Adding Data

To work with data on a worksheet, you first have to enter that data in the cells on the worksheet. Then, you might want to adjust the data so that it is visible, and display it just the way that you want.





To enter a series of data, such as days, months, or progressive numbers, type the starting value in a cell, and then in the next cell type a value to establish a pattern.

For example, if you want the series 1, 2, 3, 4, 5..., type 1 and 2 in the first two cells.

Select the cells that contain the starting values, and then drag the fill handle (fill handle: The small black square in the lower-right corner of the selection. When you point to the fill handle, the pointer changes to a black cross.) across the range that you want to fill.

Formatting Cells

To wrap text in a cell, select the cells that you want to format, and then on the **Home** tab, in the **Alignment** group, click **Wrap Text**. Type in your text.

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To adjust column width and row height to automatically fit the contents of a cell, select the columns or rows that you want to change, and then on the **Home** tab, in the **Cells** group, click **Format**. Below you will see the options to adjust cell height and width.

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Formatting the Data

You can choose how the values in a cell are displayed: as a percentage, a currency, date, time, etc. The **Number** group on the **Home** tab shows these options. Click the arrow next to **General** field.



Clicking the triangle in the **Number** group will also bring up the Format Cells box which will allow you to adjust settings like showing more or fewer decimal places, change the way negative numbers are displayed and to use the 1000 comma Separator.

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Sorting Data

To make data easier to analyze, the Sort feature is very useful. Highlight the cells you want sorted and you can click on the **Sort & Filter** button in the **Editing** group on the **Home** tab.

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The same result can be achieved by clicking on the **Data** tab. The command will also sort numbers in an ascending or descending order.

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Create a Formula

Formulas are equations that can perform calculations, return information, manipulate the contents of other cells, test conditions, and more. A formula always starts with an equal sign (=).

Fo example, if you wanted to add the contents of cells B1, C1 and D1, and have the sum appear in cell A1, you begin by selecting cell A1 and type an (=) sign.



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The use of formulas can be a useful and powerful tool in Excel.

The following table shows some examples of formulas and their descriptions. There are over 350 built-in functions in Microsoft Excel 2010!

Formula	Description
=5+2*3	Adds 5 to the product of 2 times 3.
=SQRT(A1)	Uses the SQRT function to return the square root of the value in A1.
=TODAY()	Returns the current date.
=IF(A1>0,"Plus","Minus")	Tests the cell A1 to determine if it contains a value greater than 0. If the result of the test is true, the text "Plus" appears in the cell; if the result is false, the text "Minus" appears.

To view some of these functions, type a letter after the = and a drop down menu will appear. For example, typing "s" displays all available functions that start with the letter "s." Highlighting a function will show a brief descripion.

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Chart your Data in a Worksheet

A chart is a visual representation of your data. By using elements such as columns (in a column chart) or lines (in a line chart), a chart displays series of numeric data in a graphical format.

The first step is to select the data you want to chart. The example below uses the sum formula.

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On the **Insert** tab, in the **Charts** group, click the chart type that you want to use, and then click a chart subtype.



To see all available chart types, click to launch the **Insert Chart** dialog box, and then click the arrows to scroll through the chart types. When you rest the mouse pointer over any chart type, a ScreenTip displays its name.

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The chart below shows a 2D Clustered Column chosen from the Insert Chart menu.



After adding your chart, the **Chart Tools** Design Tab will appear:



From here, you can add chart elements such as titles and data labels, and to change the design, layout, or format of your chart. If you don't see the **Chart Tools**, click anywhere inside the chart to activate it.

Color Coding your Data

Using the same sum formula, the worksheet was color coded by going to the **Styles** group from the **Home** tab and choosing **Cell Styles.** The sums in the 'A' column were selected and Accent1 chosen for the color. The B, C and D columns were selected next and Accent2 chosen for color coding. Once your cells are selected, you can view the available colors by hovering your mouse over the colors in the menu.

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Print a Worksheet

Click on the **File** tab, and then click on the **Print** ribbon.

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To set the printing options, do the following:

To change the printer, click the drop-down box under Printer, and select the printer that you want.

To make page setup changes, including changing page orientation, paper size, and page margins, select the options that you want under Settings.

To scale the entire worksheet to fit on a single printed page, under Settings, click the option that you want in the scale options drop-down box.

To preview the next and previous pages, at the bottom of the Print Preview window, click Next Page and Previous Page.

When the desired settings have been chosen, click the square **Print** button at the top.