



# Microsoft® Excel 2010 Training

## Microsoft Excel 101

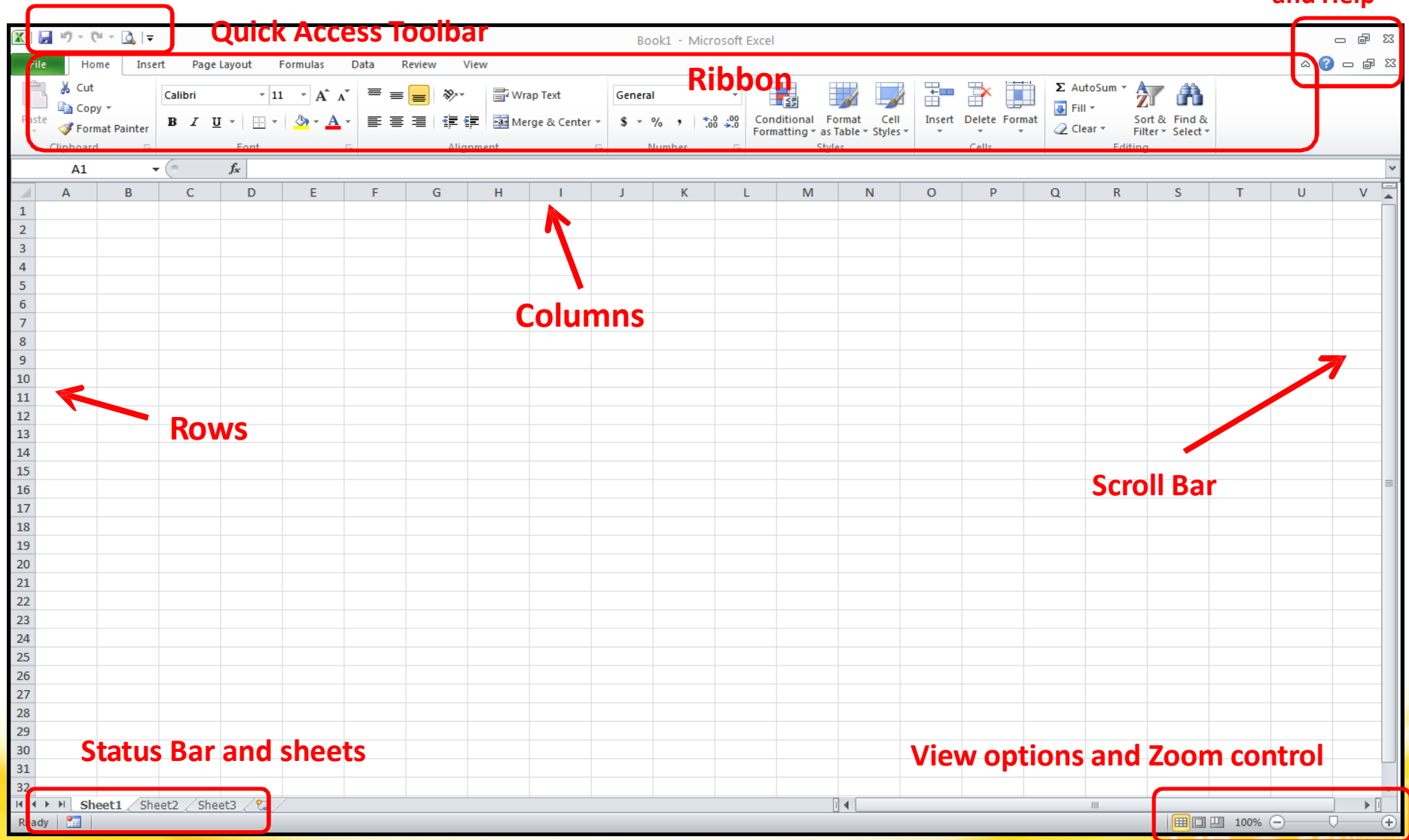
**Learn with  
Efthaqur Alam**

# Course goals

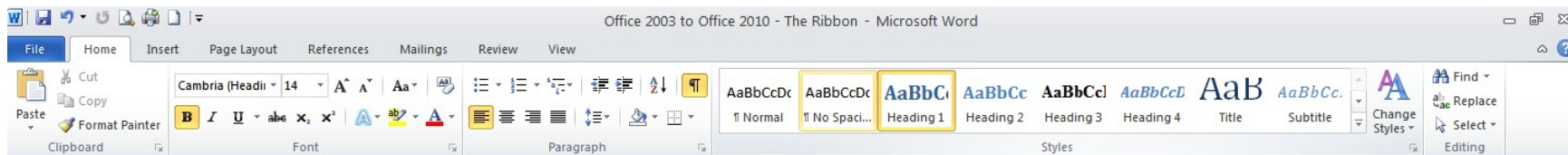
- ❖ Find popular commands quickly on the ribbon.
- ❖ Learn how to use the **File** menu (Microsoft Office Backstage view).
- ❖ Learn essential tasks such as opening existing workbooks, creating new workbooks, setting up a spreadsheet, formatting, saving, and printing.

# Office Environment in Excel

Window controls and Help



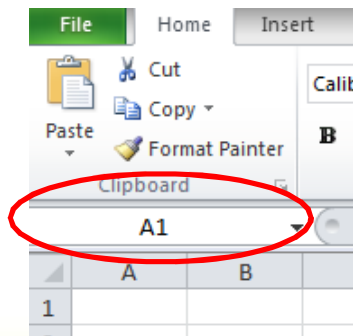
# Excel 2010 Ribbon



- ≡ **File** – managing files
- ≡ **Home** – common tools
- ≡ **Insert** – insert objects
- ≡ **Page Layout** – printing
- ≡ **Formulas** – functions in categories
- ≡ **Data** – working with data
- ≡ **Review** – spelling, protecting, sharing
- ≡ **View** – how Excel appears on screen (does not affect printing)

# Excel 2010 information

- ❖ Available Columns:  
A through XFD – 16,384 columns
- ❖ Available Rows:  
1 through 1,048,576
- ❖ **There are over 17 billion cells in each worksheet!!!!**
- ❖ A cell is the intersection of a column letter and a row number. The cell address can be found in the Name Box just above column A.



# Workbooks and Worksheets

- ❖ Each Excel file is a Workbook containing one or more Worksheets
- ❖ Default setting provides you with three worksheets – you can add or remove as needed from there
  - ❖ Worksheets can also be reordered within the file and renamed – you can also copy or move a worksheet to another workbook (file)
- ❖ Several sheets can be used for one project, containing it all in one file, or you can still use one file for each part of a project, depending on your needs.

# Basic Editing

- ❖ Click a cell to type into it. After typing, press Enter to move down one cell or press right arrow key to move to the right one cell.
- ❖ To delete the contents of a cell, select the cell, then press Delete on the keyboard
- ❖ To replace something in a cell (or cells), select the cell (or cells), then begin typing the replacement. Or, you can press Delete on the keyboard before typing the replacement.
- ❖ Undo/Repeat the replacement (this works even after the workbook has been saved)

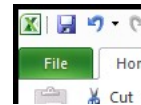
## Moving/Copying Data:

- ❖ Select a cell and choose Cut (to move data) from the Ribbon or choose Copy (to make a copy of the data)
- ❖ Click in a new cell and choose Paste from the Ribbon

Remember – there is always more than one way to accomplish a task (usually two or three ways) so find what works for you.

# Saving

- ❖ Be sure to save your work as you go. There is a Save button in the Quick Access Toolbar – click it often.



- ❖ The first time you save a workbook (Book1, etc.) you will be in the Save As dialog box where you will enter the name of the file. Use any combination of letters, numbers, spaces and special characters.

**Note - there are a few special characters that cannot be used: (" \* : < > ? \ / |.).**  
While in Save As, be sure to note the location of the workbook so you can find it later – usually defaults to My Documents.

- ❖ Automatic Saving – Excel 2010 is very efficient and will save your work as you go even if you do forget. Go to File/Options/Save to view or update save options.

Remember to save your work as you go. You can click the Save button as often as you'd like.



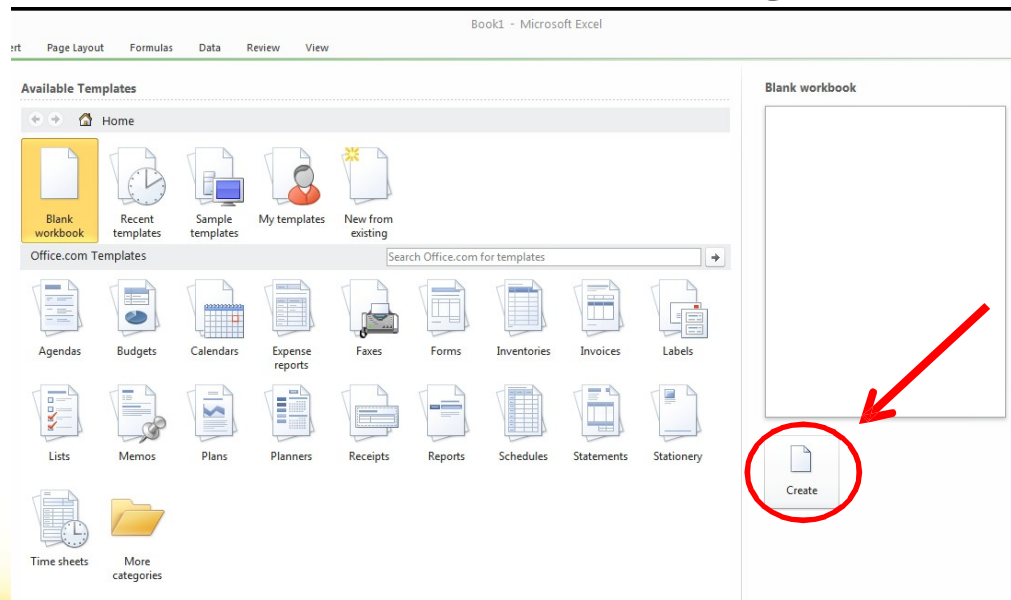


## Backstage View

The File menu in Excel 2010 opens what is known as Backstage view. This is where you can manage your files (open, save, print, find info, etc.) and set program options (formerly accessed through Tool/Options).

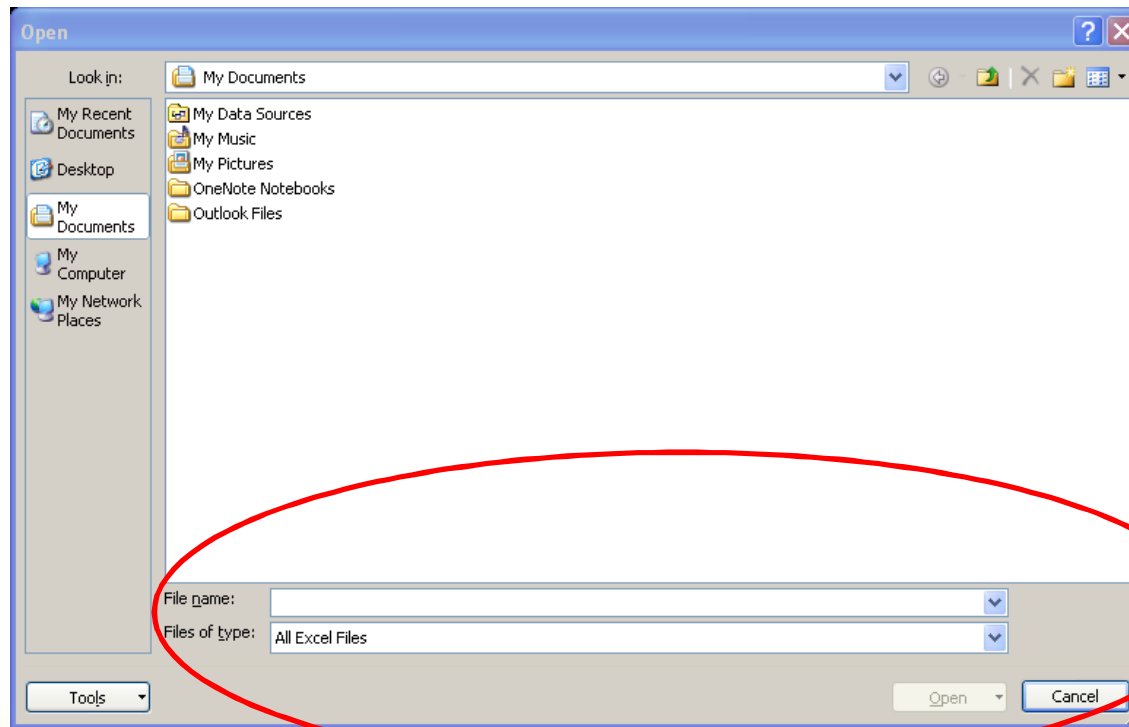
# Creating a new Workbook

- ❖ When you start Excel, you'll see a new blank workbook (Book1). You can begin typing in that workbook or choose to create a new workbook.
- ❖ To create a new workbook, go to File/New then click Create (under Blank workbook on right side of screen)



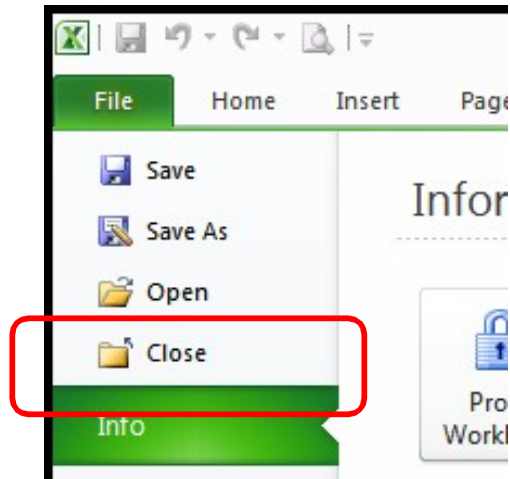
# Opening a workbook

- ❖ Go to File/Open – locate the folder that contains the file you would like to open, click the file and click Open (or double-click the filename).



# Closing a workbook

- ❖ Go to File/Close. If changes were made since you last saved, you will be prompted to save the workbook.



# Moving around in a workbook

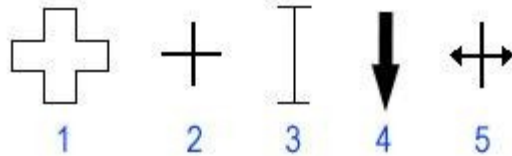
When typing in a workbook, you'll need to know what cell you're working in:

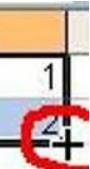
- The cell reference just above column A shows you what cell you're in and there should be a dark border around the cell. If you have multiple cells selected, the first cell shows in the cell reference area and that cell is white, while the others are shaded to show that they are selected.

- ❖ Arrow keys move one cell at a time in the direction on the key.
- ❖ Page Down moves down one screen at a time
- ❖ Page Up moves up one screen at a time
- ❖ Home, then left arrow moves to the beginning of a row of data
- ❖ End, then right arrow moves to the end of a row of data
- ❖ Ctrl+Home moves to the beginning of the workbook (cell A1)
- ❖ Ctrl+End moves to the end of the data in the workbook
- ❖ Use the scroll bar to move up or down in the workbook – single arrow up or down moves one line at a time. Click above or below the scroll box to move one screen at a time. Drag the scroll box up or down. Note – this does not move the insertion point – you'll need to click somewhere on the page to begin typing in a cell.



# Mouse Pointers in Excel



1. **Select** – main mouse pointer used for selecting cells. Click once in a cell to select it or click and drag to select several cells.
2. **Fill** - appears after you have selected a cell (or cells) and will show only at the **bottom right of the selection** (tiny box called the Fill Handle). Using this will allow you to fill a series such as Monday, Tuesday, Wednesday, etc.  

3. **Insertion point** - appears when you are typing or have double-clicked in a cell. The flashing insertion point determines where new text and numbers appear.
4. **Column/Row selector** - appears when you are over a column or row, allowing you to click once to select the entire column or row
5. **Resize** - appears when you are between columns or rows, allowing you to resize them

# Selecting cells in a workbook (using the mouse)

Before you can work with cells, you need to select one or more.

- ❖ To select one cell, click it.
- ❖ To select a group of cells, be sure the mouse pointer shows as the selection mouse pointer, click in the first cell and drag through to the last cell (first cell will show white and all others will be shaded).



- ❖ To de-select cells, click once in any cell – there will always be one cell active
- ❖ To select the entire worksheet, press Ctrl+A on the keyboard or click the blank area to the left of column A and just above row 1.

Note: When using Ctrl + A - if the selected cell is within the data area, only data will be selected. If the selected cell is outside the data area, the entire worksheet will be selected.

# Selecting rows or columns

- ❖ To select one column (e.g. column A), click on the A (above the cells) – the entire column shows selected.
- ❖ To select one row (e.g. row 1), click on the 1 (to the left of the cells) – the entire row is selected.
- ❖ To select multiple columns click the letter for one column and drag right or left to include other columns
- ❖ To select multiple rows click the number for one row and drag down or up to include other rows



# Freezing Rows or Columns

When you need to keep the top row or left column in view as you work with a large amount of data, you can Freeze it so it's always visible on the screen (note – this does not affect printing).

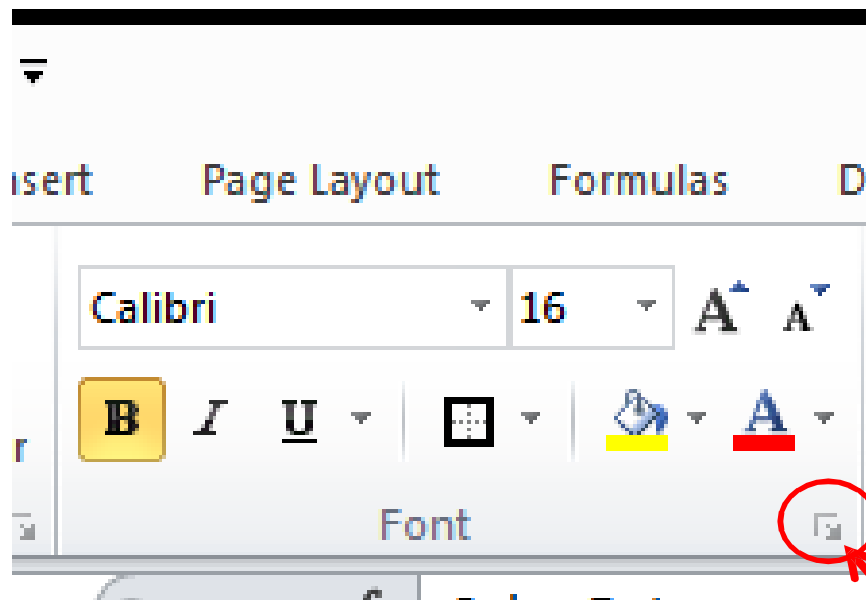
1. Go to View/Freeze Panes
2. Select either Freeze Top Row (freezes row 1) or Freeze First Column (freezes column A)

To unfreeze, select Unfreeze Panes

# Formatting cells

Format after you have typed your data.

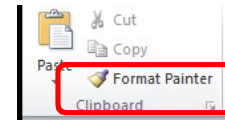
- ❖ Select the cell to format, then choose formatting options from the Ribbon (Font group)



Note – to access more formatting choices, click the arrow in the bottom-right of the Font group to open the Font dialog box.

# Formatting hints

- ❖ Formatting after typing is generally easier than formatting as you go
- ❖ To confine text to a certain width in the cell, select the cell, then click Wrap Text in the Alignment section on the Home tab. The row will expand to fit the text to the desired width.
- ❖ Copy formatting easily using the Format Painter:
  - 1) Select the cell you that has formatting you would like to copy
  - 2) Click the Format Painter button
  - 3) Click (or click and drag for multiple cells) you would like to apply that formatting



# Formulas

Excel can handle calculations – from very simple summing (adding) to very complicated multi-formula calculations

- ❖ Excel uses Formulas to perform calculations
- ❖ All formulas begin with = (the equals sign, next to Backspace key on the keyboard)
- ❖ Functions make complicated formulas easy to use and they can be placed into formulas
- ❖ The most common function is **SUM**, which calculates a list (either across or down) of numbers.

# Cut, Copy & Paste in Excel

- ❖ To move data:  
Select a cell (or group of cells), then click Cut on the ribbon. Click where you would like the data to be, then click Paste on the ribbon (note: clicking the down arrow below the Paste button gives multiple choices for pasting)
- ❖ To copy data:  
Select a cell (or group of cells), then click Copy on the ribbon. Click where you would like the data to be, then click Paste on the ribbon (note: clicking the down arrow below the Paste button gives multiple choices for pasting)

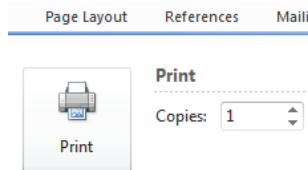
NOTE: Excel “loses” the cut or copied information once you do something else in Excel, so you may need to cut or copy again if you need the data a 2<sup>nd</sup> time.

# Printing

1. Go to File/Print
2. Print Preview shows how your worksheet will appear printed (you can zoom in or out and move to other pages in your worksheet).

If you decide to make formatting changes, you'll need to go back to the workbook – click File a 2<sup>nd</sup> time or click Home to get back to the workbook.

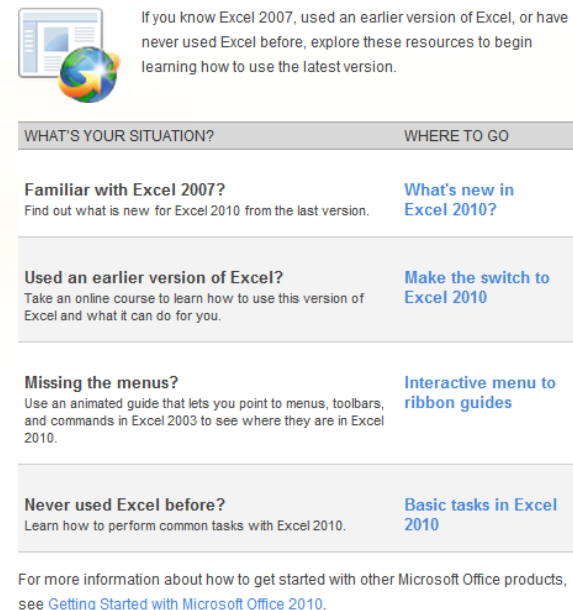
3. Be sure to click the Print button on the left side to send the worksheet to the printer.



# Getting Help in Office

- In any Office 2010 program, go to File/Help/Getting Started. This brings you to the Office website for that program where you can:
  - See what's new in a program
  - Make the switch from a previous version
  - Find menu items in the ribbon and learn basic tasks

Excel 2010 Getting Started web page:



The screenshot shows the Excel 2010 Getting Started web page. At the top, there is a header with a globe icon and text: "If you know Excel 2007, used an earlier version of Excel, or have never used Excel before, explore these resources to begin learning how to use the latest version." Below this is a table with two columns: "WHAT'S YOUR SITUATION?" and "WHERE TO GO". The table contains three rows of links and descriptions. At the bottom, there is a footer with text: "For more information about how to get started with other Microsoft Office products, see [Getting Started with Microsoft Office 2010](#)."

WHAT'S YOUR SITUATION?	WHERE TO GO
<b>Familiar with Excel 2007?</b> Find out what is new for Excel 2010 from the last version.	<a href="#">What's new in Excel 2010?</a>
<b>Used an earlier version of Excel?</b> Take an online course to learn how to use this version of Excel and what it can do for you.	<a href="#">Make the switch to Excel 2010</a>
<b>Missing the menus?</b> Use an animated guide that lets you point to menus, toolbars, and commands in Excel 2003 to see where they are in Excel 2010.	<a href="#">Interactive menu to ribbon guides</a>
<b>Never used Excel before?</b> Learn how to perform common tasks with Excel 2010.	<a href="#">Basic tasks in Excel 2010</a>

For more information about how to get started with other Microsoft Office products, see [Getting Started with Microsoft Office 2010](#).

# Commonly used tasks in Excel 2010

## — New

- Click **File/New**
- Choose type of workbook (default is blank) then click Create

## — Save

- Click the **Save** button in the Quick Access Toolbar (above the ribbon) – we recommend using this button often – you can't wear it out!

## — Save As (save a duplicate of the file with a new name)

- Click **File/Save As**
- Name the file, then click Save (you are now working with the new version of the file – the original has closed and will stay as you left it)

## — Open

- Click **File/Open**
- Choose a file, then click Open



# Commonly used tasks in Excel 2010

## — Close

- Click **File/Close** to close the current workbook and continue working in Excel. If you want to exit Excel, you can click the x in the top right corner.

## — Recent Files List

- Click **File/Recent**  
You'll see a list of your recent files, newest at the top, as well as folders you have recently opened
- To quickly access the most recent files, click the checkbox next to Quickly access this number of files and set the number of files (default is 4). They will appear just above Info.

## — Print Preview

- Click **File/Print** (the preview appears on the right side of the screen)

# Commonly used tasks in Excel 2010

## — Print

- Click **File/Print**.
- Choose print settings as needed – to choose properties of the selected printer, click Printer Properties

## — Format Painter (Word, Excel, PowerPoint)

- Select the formatted text to copy, click **Home/Format Painter**.
- Click where you would like to apply that formatting

## — Page Setup

- Click Page Layout tab, then Page Setup group. If you would like to see all options for Page Setup, click the Dialog Box Launcher (arrow to the right in the Page Setup group)

# Commonly used tasks in Excel 2010

## — Undo

- To undo the last task, click the **Undo** button in the Quick Access Toolbar (above the ribbon) – click multiple times to undo multiple tasks

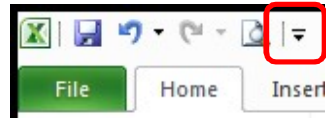
## — Options

- Click **File/Options** – categories are on the left. When making changes to options, make changes slowly so you can test and be sure Excel is working the way you'd like it to work. You can undo options by unchecking each one, but there is no reset to return to the default options.

# Customizing Office Programs

- **Customizing the Quick Access Toolbar**

- Click the down arrow near the Undo button (top left of screen)



- Choose from the common tasks shown. If there is no checkmark next to an option, click to turn on. If checked, click to turn the option off.

*Note:* Click More commands...to open a window to choose any command to add to the Quick Access Toolbar

# Resources

## Books



- ❖ Microsoft Office Excel 2010 QuickSteps by John Cronan
- ❖ Excel 2010 Simplified by Paul McFedries
- ❖ Teach Yourself Visually Excel 2010 by Paul McFedries
- ❖ Excel 2010 Workbook for Dummies by Greg Harvey
- ❖ Microsoft Office 2010 All-In-One For Dummies by Peter Weverka
- ❖ Office 2010 For Dummies by Wallace Wang
- ❖ Discovering Microsoft Office 2010 : Word, Excel, Access, PowerPoint by Edward G. Martin

All books on this list are available in the Mid-Hudson Library system



# Resources

## Websites

Make the Switch to Excel

<http://office.microsoft.com/en-us/excel-help/make-the-switch-to-excel-2010-RZ101809963.aspx>

Create your first Excel workbook (spreadsheet)

<http://office.microsoft.com/en-us/excel-help/get-to-know-excel-2010-create-your-first-spreadsheet-RZ101773335.aspx?CTT=1>

Get Started with Excel 2010 (also available through File/Help/Getting Started):

<http://office.microsoft.com/en-us/excel-help/getting-started-with-excel-2010-HA010370218.aspx?CTT=1>

Cheat Sheet – Excel 2010 Keyboard Shortcuts and Ribbon Commands

<http://www.dummies.com/how-to/content/excel-2010-allinone-for-dummies-cheat-sheet.html>

Menu to Ribbon guide – 2003 to 2010

<http://office.microsoft.com/en-us/templates/word-2010-menu-to-ribbon-reference-workbook-TC101817139.aspx?CTT=5&origin=ZA101796062>

We can send you a document in PDF format with clickable links – please provide your email address on the evaluation to receive the document.

# Youtube.com Resources

- ❖ Go to [www.youtube.com](http://www.youtube.com) and search for videos about Excel 2010 training or tutorials.

Type either of the following in the youtube search box:

excel 2010 training

-OR-

excel 2010 tutorial for beginners

There are several videos that show you how to create or work with Excel workbooks – search the list that comes up for fundamental, beginner, etc. videos.

**Viewing the videos is free, but some may try to direct you to make a purchase at their sites (not necessary).**

# Excel 101 Exercise

1. Start a new workbook (File/New/Create)
2. Type "Sales data by region" in cell A1
3. What data is in cell B1?
4. Use Excel 101 Exercise data to type the rest of the data – remember that you can use AutoFill for months
5. Put totals in row 8 (AutoSum).
6. What is the total for January? February? March?
7. Merge & Center "Sales data by region" over the data (hint – select the cells where you want to center before clicking Merge and Center)
8. Apply borders to the data area, including the totals (A3 thru D8). Apply any other formatting you would like to apply.
9. Type your name in cell A10, then Print the file (should be 1 page)



# Excel 101 Exercise data

A1 <span>▼</span> <span>fx</span> Sales data by					
	A	B	C	D	E
1	Sales data by region				
2					
3		January	February	March	
4	North	85	92	82	
5	South	46	68	93	
6	East	55	94	91	
7	West	74	78	75	