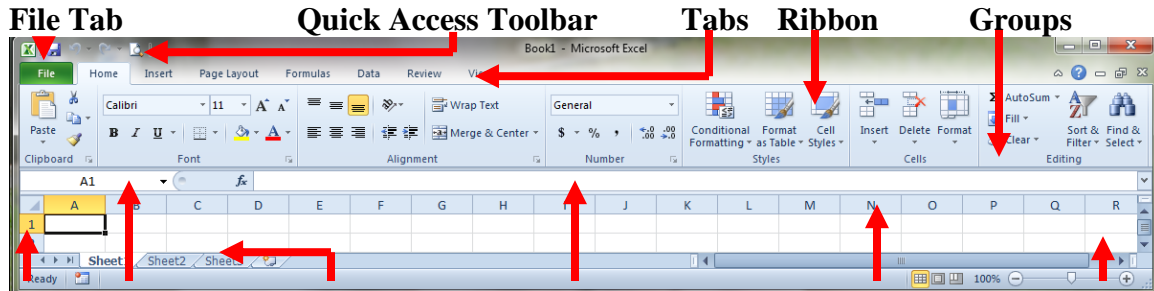


## Microsoft Excel 2010 Beginner

### To start Microsoft Excel:

- Go to **Start > Search > Excel**.
- You can also double-click any Microsoft Excel document.

### Layout



- | Row # | Name Box                    | Sheet Tabs  | Formula Bar | Column Letter | Cell |
|-------|-----------------------------|---|-------------|---------------|------|
| -     | <b>File Tab</b>             | - New, Open, Save, Save As, Print & Close commands.               |             |               |      |
| -     | <b>Quick Access Toolbar</b> | - List of most used commands.                                     |             |               |      |
| -     | <b>Tabs</b>                 | - Commands grouped together by common task                        |             |               |      |
| -     | <b>Ribbon</b>               | - List of commands changes depending on the selected <b>Tab</b> . |             |               |      |
| -     | <b>Groups</b>               | - Groups of commands on the <b>Ribbon</b> .                       |             |               |      |
| -     | <b>Row #</b>                | - Rows are labeled by numbers.                                    |             |               |      |
| -     | <b>Name Box</b>             | - Displays the current cell highlighted.                          |             |               |      |
| -     | <b>Sheet Tabs</b>           | - Tabs to swap to additional work sheets in the work book.        |             |               |      |
| -     | <b>Formula Bar</b>          | - Displays the data within a cell.                                |             |               |      |
| -     | <b>Column Letter</b>        | - Columns are labeled by letters.                                 |             |               |      |
| -     | <b>Cell</b>                 | - Single item of data. Labeled by the column letter and row #.    |             |               |      |



### Navigation

- There are several ways to navigate cells:
  - o Click cells with the mouse
  - o Click and type the cell name in the **Name Box**.
  - o Use the ←↑→↓ keys.
  - o Hit **Enter** to move down, **Shift + Enter** to move up.
  - o Hit **Tab** to move right, **Shift + Tab** to move left.
  - o Highlighting a cell and clicking any key will replace the data in it.
  - o To re-enter a cell:
    - Double click the cell.
    - Highlight the cell and click inside the Formula Bar.

### Selecting Columns, Rows and Cells

- To select the entire column or row, click the column letter at the top or the row # on the left.
- To select multiple adjacent columns, rows or cells, click and drag over them.
- To select multiple non-adjacent columns, rows or cells, hold **Control** and click the items.


### Formula Bar & Sheet Tabs

- The Formula Bar displays the data in the cell.
- There are tabs at the bottom of the screen (Sheet1, Sheet2, Sheet3).
- Click on them to change sheets, double click to rename it.
- Click the **New Sheet** button () to add additional sheets.
- To copy a sheet:
  - o Right click the sheet and choose **Move or Copy...**
  - o Choose where to place the sheet and click **Create a copy**.
- Click and drag a sheet to rearrange them.
- Use the  keys to choose sheets when there are too many to display.

### Finishing Words and Autofill

- As you type info into a column, Excel will attempt to fill in data if it has previously been entered.
- **Autofill** automatically fills in data depending on the selected cells and data. There are two ways to use Autofill.
  - o Highlight the cells and click the ▼ next to **Fill** under the **Home** tab.
    - To copy the data throughout, choose the direction.
    - To create a series, choose **Series...** and check **Trend**.
  - o Highlight a cell, place the curser over the square in the lower, right-hand corner and drag it.
    - To create a series, highlight multiple cells and drag it.
  - o **TIP:** Excel can create series of numbers, series of numbers, days of the week, months, etc.

### Resize Columns and Rows


- To resize a column, move the **pointer** over the line between the columns at the top. The pointer should change to . Click and drag the bar to increase or decrease the width.
- To resize rows, do the same thing.
- **TIP:** When the pointer changes, double click to make the column automatically stretch to the correct width.

### Alignment, Wrap Text and Merge & Center









- Highlight the columns, rows or cells and choose the alignment.
- **TIP:** Setting Row 1 or Column A to an alignment then setting another column or row alignment will take multiple clicks of the button to work.
- **Text Wrap** – Allows text to wrap inside a cell so it can be seen on multiple rows.
- **Merge & Center** – Select multiple cells and click **Merge & Center** to merge the cells and center the data.
  - o **Merge Across** – Merges the cells on a row.
  - o **Merge** – Merges the cells on multiple columns and rows.

### Formatting, Styles

- On the **Home** tab in the **Font** group, you can change the formatting like adding color, changing the font and adding borders.

- On the **Home** tab in the **Number** group, you can change how Excel handles data and how it is displayed (text, currency, percentages, etc).
- On the **Home** tab in the **Styles** group, you can add styles of formatting.
  - o **Cell Styles** – Add a preset style to a column, row or cell.
  - o **Format as Table** – Add a preset style to the entire sheet.
  - o **Conditional Formatting** – Add formatting is dependent on the data within the cell.
- **Format Painter**  – Highlight a column, row or cell, click the **Format Painter** and highlight the cells you want to copy the formatting to.

### Insert and Delete

- To insert a cell, click the top portion of the **Insert** button (  ) (**Control** + **Shift** + **=**) to insert a cell and move the cells below down.
  - o **TIP:** To choose how the other cells are moved, click the bottom portion of the **Insert** button (  ) and choose **Insert Cells...**
- To insert a column, click the top portion of the **Insert** button (  ) (**Control** + **Shift** + **=**) to insert a column and move the other columns to the right.
- To insert a row, click the top portion of the **Insert** button (  ) (**Control** + **Shift** + **=**) to insert a row and move the other rows down.
- To delete a cell, click the top portion of the **Delete** button (  ) (**Control** + **-**) to delete a cell and move the cell below up.
  - o **TIP:** To choose how the other cells are moved, click the bottom portion of the **Delete** button (  ) and choose **Delete Cells...**
- To delete a column, click the top portion of the **Delete** button (  ) (**Control** + **-**) to delete a column and move the columns to the right left.
- To delete a row, click the top portion of the **Delete** button (  ) (**Control** + **-**) to delete a row and move the rows below up.

### Printing

- Go to the **Page Layout** tab.
- **Page Setup**
  - o **Orientation** – Change from portrait to landscape.
  - o **Print Area** – Highlight cells and set what prints.
- **Sheet Options**
  - o **Gridlines** – Check **Print** to print the cell borders.
  - o **Headings** – Check **Print** to print the column letters and row #s.
- To view the print area before printing, choose **Page Layout** in the **Workbook Views** group on the **View** tab.
- Click the **File Tab** and go to **Print** (**Control** + **P**).

### Shortcuts

<u>Task</u>	<u>Key Combo</u>	<u>Action</u>
All	Control + A	Selects everything in the document.
Bold	Control + B	Toggles on <b>Bold</b> text.
Cut	Control + X	Cuts the selected text or object out of the document.
Copy	Control + C	Copies the selected text or object.
Duplicate	Control + D	Duplicates the current object or slide.
Find	Control + F	Opens the find windows.
Italic	Control + I	Toggles on <i>Italic</i> text.
New	Control + N	Opens a new document.
Open	Control + O	Opens the Open window.
Paste	Control + V	Paste the copied text or object.
Print	Control + P	Prints the document using current settings.
Redo	Control + Y	Redoes the last action.
Save	Control + S	Saves the open document.
Underline	Control + U	Toggles on <u>Underline</u> text.
Undo	Control + Z	Undoes the last action taken.

### Quick Keys

Hit the **Alt** key to turn **Quick Key** commands on and off in the **Tabs** and **Ribbon**.

### Screen Shots

<u>Key Combo</u>	<u>Result</u>
Fn + Shift + F11	Takes screen shot of entire screen.
Fn + Alt + Shift + F11	Takes screen shot of just the active window.
Control + V	Paste the screen shot.