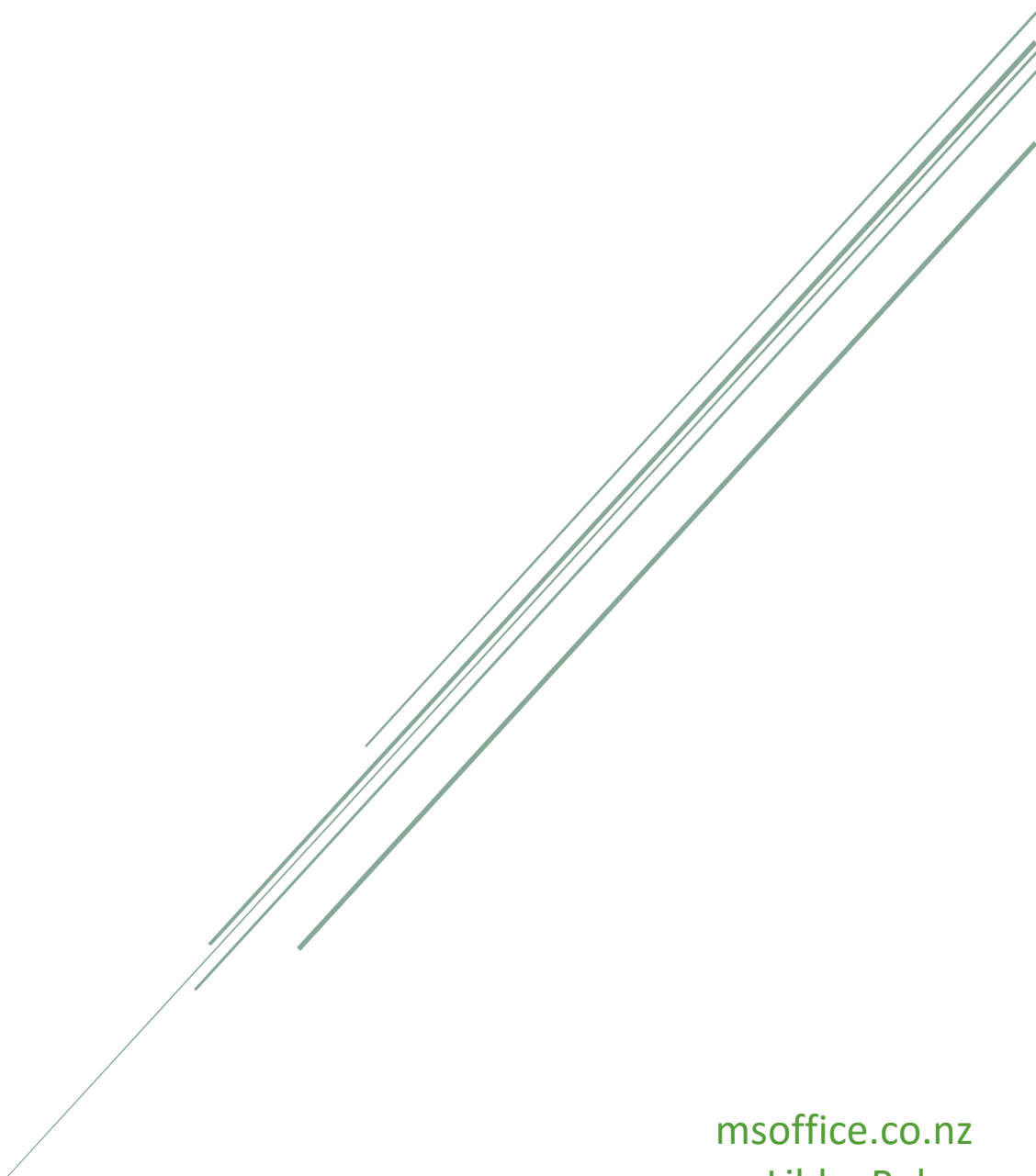


EXCEL 2010

Getting Started



msoffice.co.nz
Libby Baker

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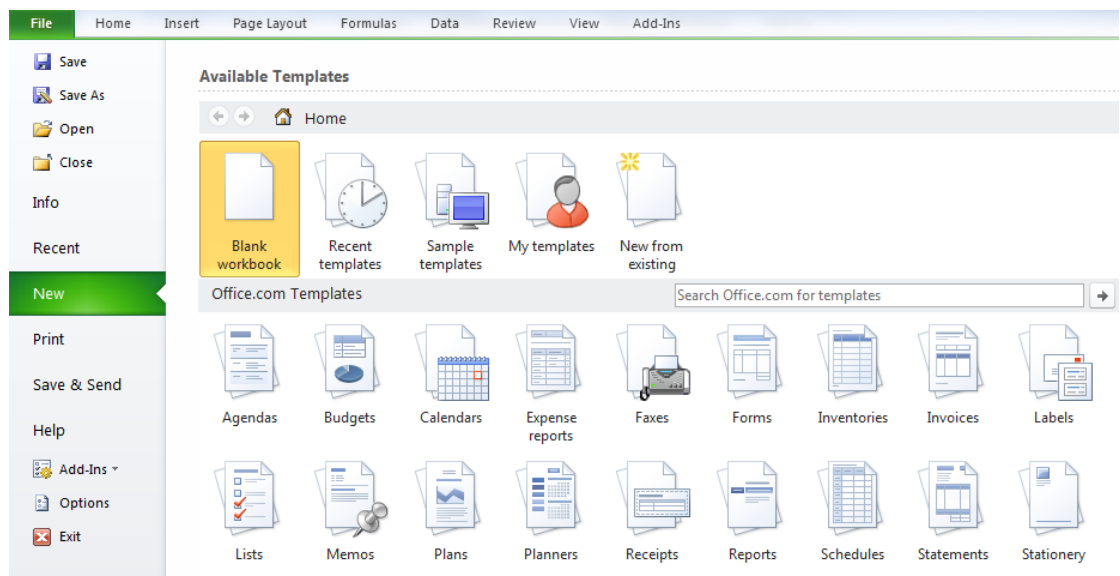
Excel Workbooks

An Excel workbook is the electronic equivalent of a three-ring binder. Inside new workbooks you'll find 3 sheets. The tab on the active sheet is always bold. Each sheet's name appears on a tab at the bottom of the workbook. You can move or copy sheets between workbooks, and you can rearrange sheets within a workbook.

Creating a New Workbook

When Excel opens, a new workbook is automatically created.

If you need a new workbook choose the File and select either a new blank workbook or a template.



Notes: Keep IT Simple

Ribbon Menu


When you create a workbook, Excel displays it below the Ribbon.

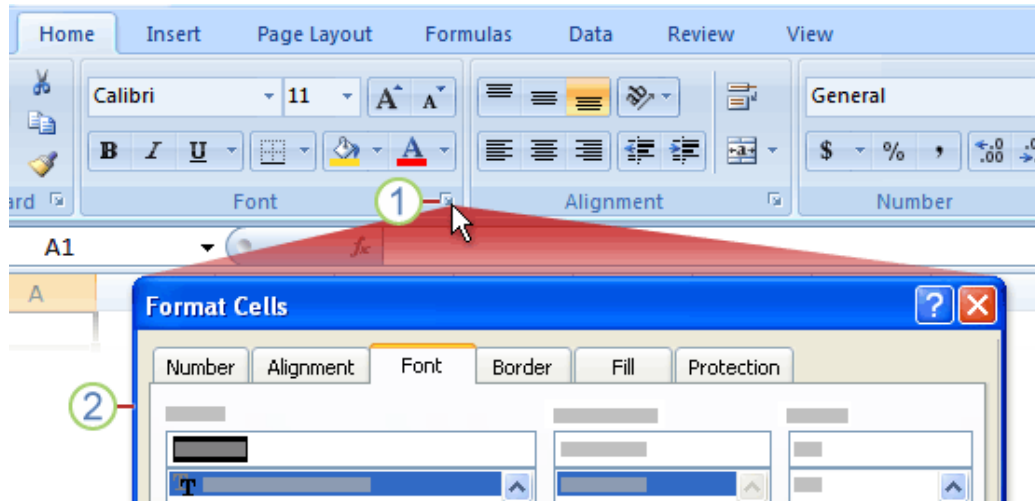


The Ribbon contains:

1. **Tabs:** Tabs represent core tasks you do in Excel.
2. **Groups:** Groups are sets of related commands, displayed on tabs.
3. **Commands:** A command is a button, a menu, or a box where you enter information.

Dialog Box Launcher

 Sometimes an arrow, called the **Dialog Box Launcher**, appears in the lower-right corner of a group.

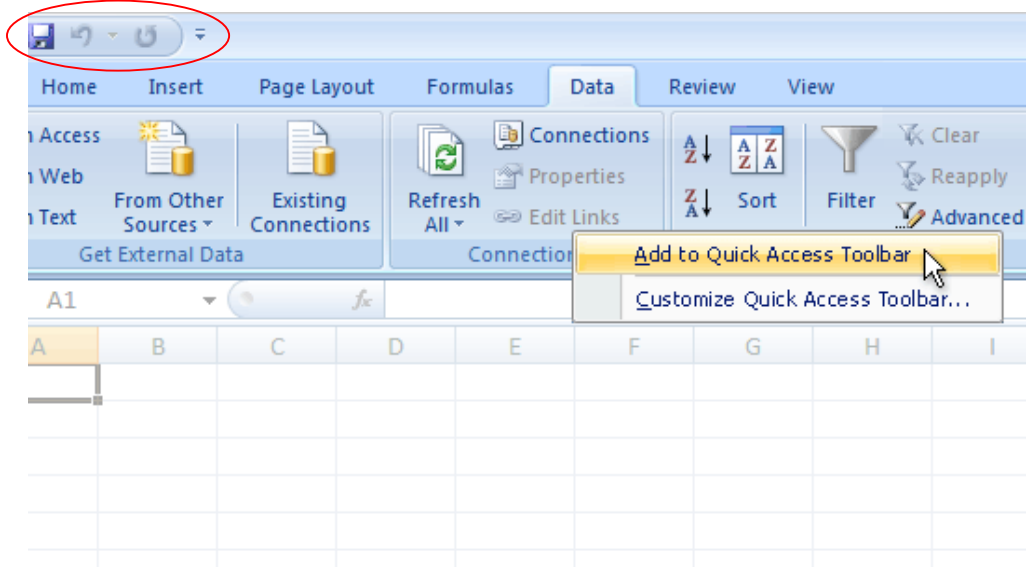


Click the Dialog Box Launcher, and you'll see more options in a dialog box or task pane.

Notes: Keep IT Simple

Quick Access Toolbar

Right click on any command that you frequently use to see it on the Quick Access Toolbar.



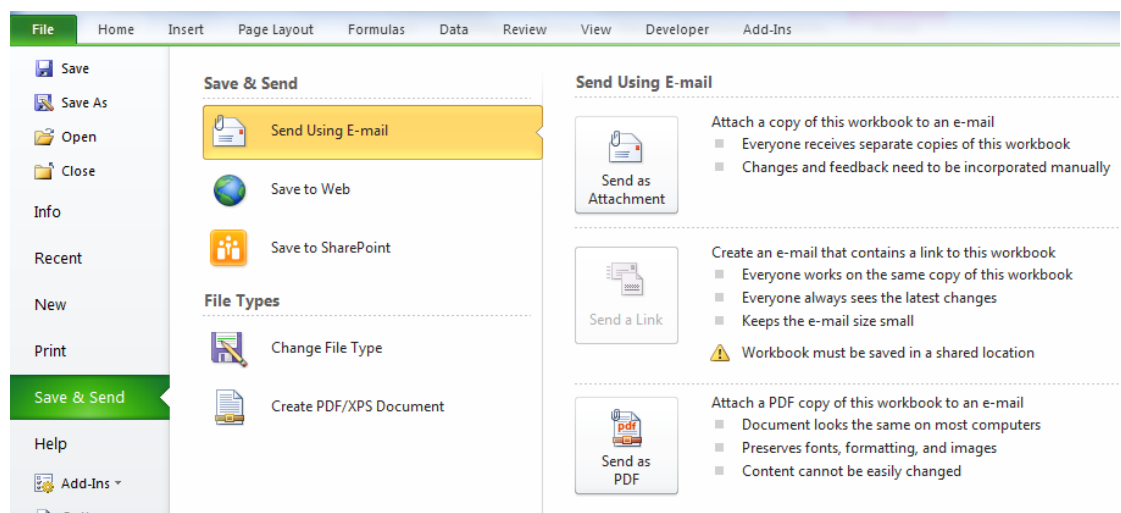
Save & Send

When you save a file in Excel 2010, you can choose from several file types. The default file type is Excel Workbook.



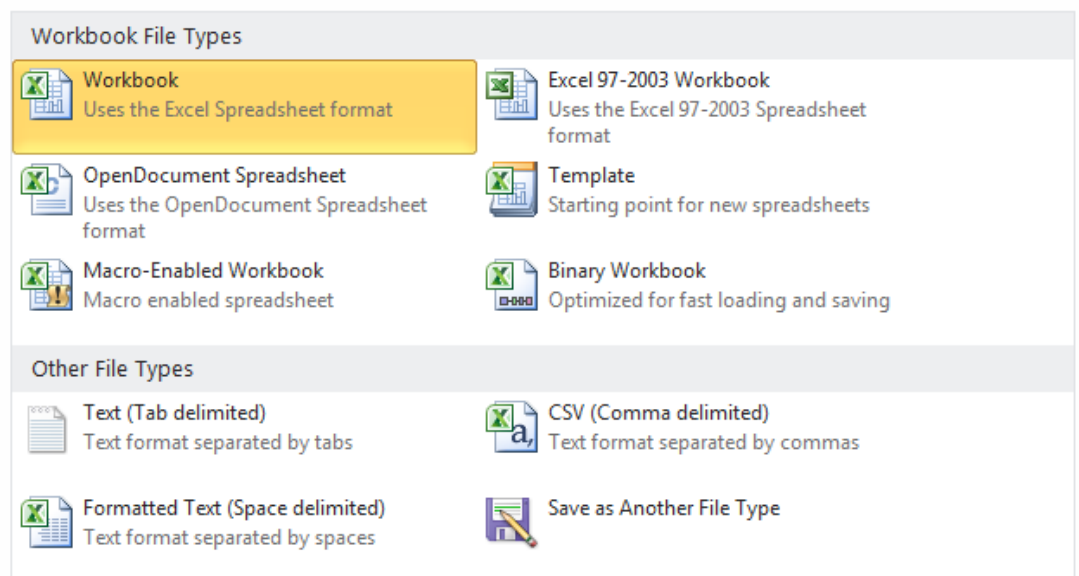
Click on the save button on the Quick Access Toolbar.

Or Select File Save & Send



Select Change File Type

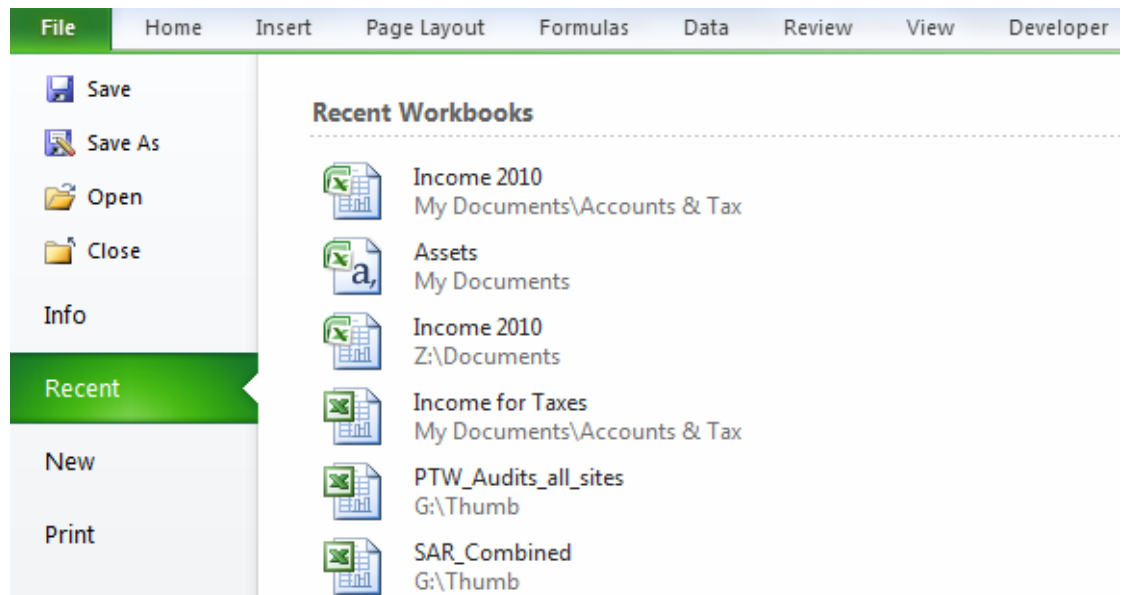
Change File Type



- **Excel Workbook (*.xlsx)**. Use when there are no macros
- **Excel Macro-Enabled Workbook (*.xlsm)**. Use when there are macros.
- **Excel Template (*.xltx)**. Use when you need a template.
- **Excel 97-Excel 2003 Workbook (*.xls)**. Use when you need to share with someone working in a previous version of Excel.
- **PDF** – Portable Digital Format read by Adobe Readers and useful for emailing or publishing.

Notes: Keep IT Simple

Open an existing Workbook



1. Click **File Recent** or .
2. File **Open**, and select the workbook you want.

Notes: Keep IT Simple

Entering Data

You can enter two types of data in a worksheet.

1. A constant value is data that you type directly into a cell. It can be a numeric value, including a date, time, currency, percentage, fraction or scientific notation.
2. A formula is a sequence of values, cell references, functions or operators that produce a new value from existing values. Formulas always begin with an equal sign (=).

When you see #####

If a number is too long to be displayed in a cell, Excel displays a series of number signs (#####) in the cell. If you widen the column to accommodate the width of the number, the number is displayed in the cell.

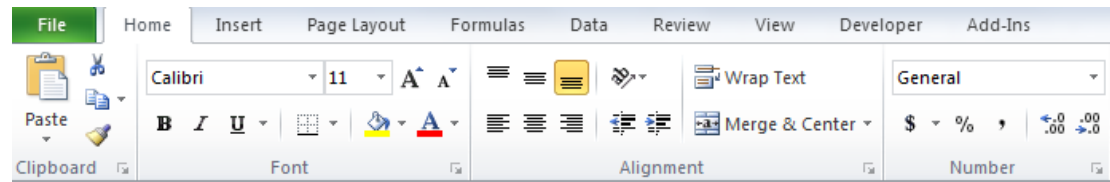
Note: Try double clicking on the vertical line between the column letters for best fit

Notes: Keep IT Simple

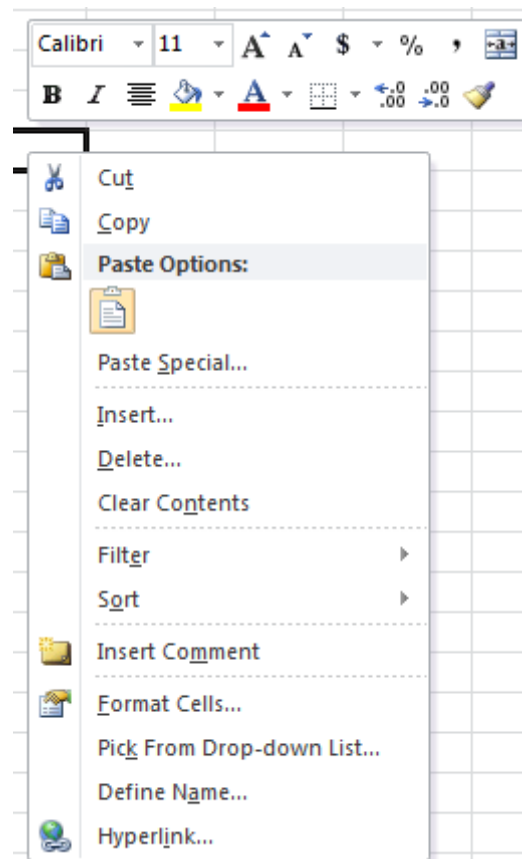
Format & Edit Data

Format and edit data by using commands in groups on the **Home** tab.

- Font
- Alignment
- Number



An alternative is right click to use the short cut menu.



Notes: Keep IT Simple

Formulas

Use formulas to analyse data on a worksheet. With a formula you can perform operations, such as addition and multiplication. Think of a formula as one side of an equation whose result is shown in the cell.



Excel formulas always begin with an equal sign (=).

Arithmetic Operators

+	Addition	-	Subtraction
/	Division	*	Multiplication
%	Percent	^	Exponentiation

Examples

=B4+B8

=C9/9

=20^2*.15

=C6*12.5%

=Z42-Z41

=(B6*5)+C5

*Note: You can use Excel as a calculator if required. eg.
=56*49*

Autosum



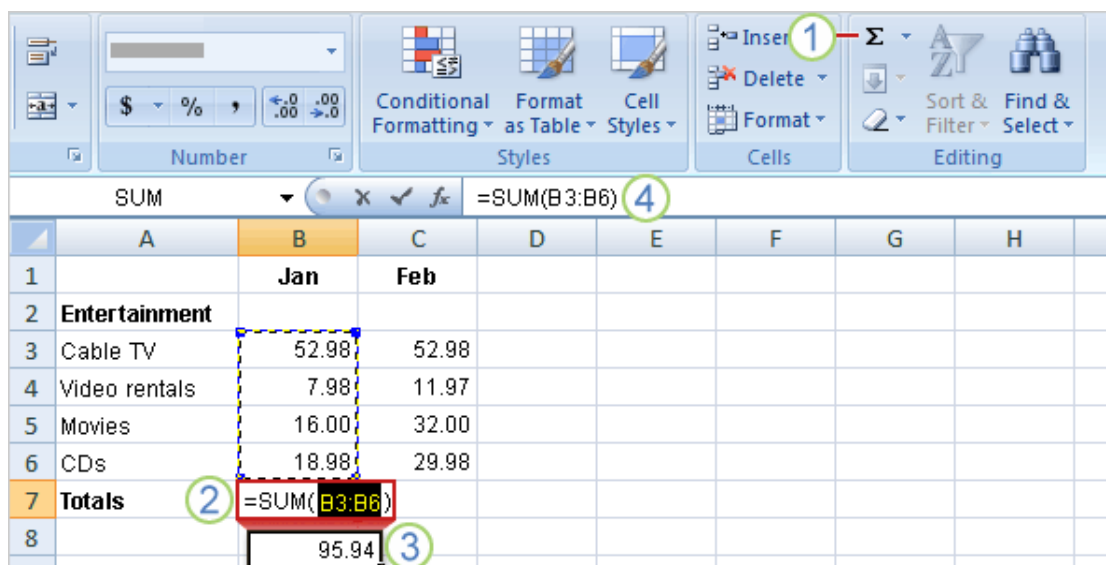
A function is a built-in formula that takes a value or values, performs an operation and returns a value. The values that you give to a function are called arguments.

For example, instead of typing the formula


`=B3+B4+B5+B6`

use the SUM function to build the formula

`=SUM(B3:B6)`



To get the January total, click in cell B7 and then:

1. On the **Home** tab, click the **Sum** button  in the **Editing** group.
2. A color marquee surrounds the cells in the formula, and the formula appears in cell B7.
3. Press ENTER to display the result in cell B7: **95.94**.
4. Click in cell B7 to display the formula **=SUM(B3:B6)** in the formula bar.

B3:B6 is the information, called the **argument**, that tells the SUM function what to add.

By using a cell reference (B3:B6) instead of the values in those cells, Excel can automatically update results if values change later on.

The colon (:) in B3:B6 indicates a cell range in column B, rows 3 through 6. The parentheses are required to separate the argument from the function.

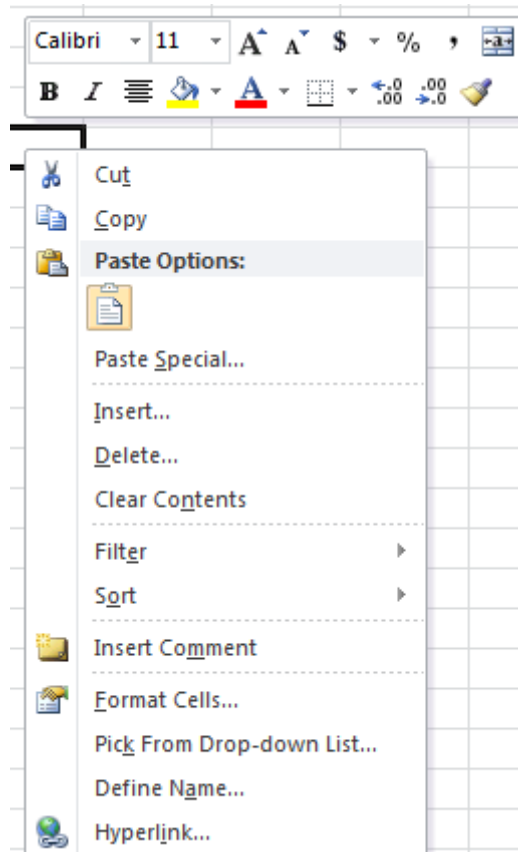
Cut, Copy & Paste

Change the location of cells on a worksheet by copying or moving cells to a different part of the same worksheet, to another worksheet within a workbook, or to another application.



Copying

1. Select the cells you want to copy
2. Choose Copy from the Clipboard menu or shortcut menu. The area is marked with a moving border.



3. Choose Paste from the Edit menu or shortcut menu.

Moving

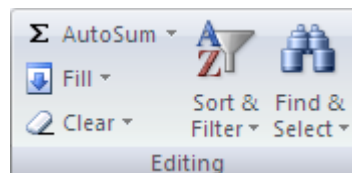
1. Select the cells you want to move
2. Choose Cut from the Edit menu or shortcut menu.
The area is marked with a moving border.
3. Choose Paste from the Edit menu or shortcut menu.

Notes: Keep IT Simple

Clearing Cells

When you clear cells, you remove the cell contents, but the cells remain on the worksheet.

1. Select the cells you want to clear.
2. Press the Delete key on your keyboard. The cell contents are cleared and the cells remain.



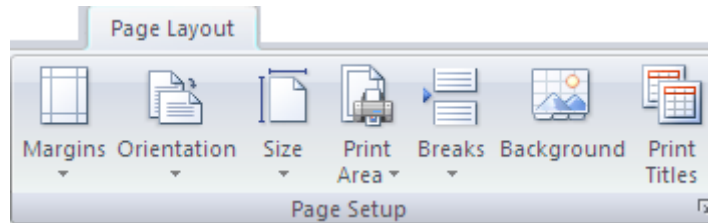
You can also clear cells by selecting them, choosing Clear from the Editing group and then selecting All, Contents, Formats, or Comments.

Notes: Keep IT Simple

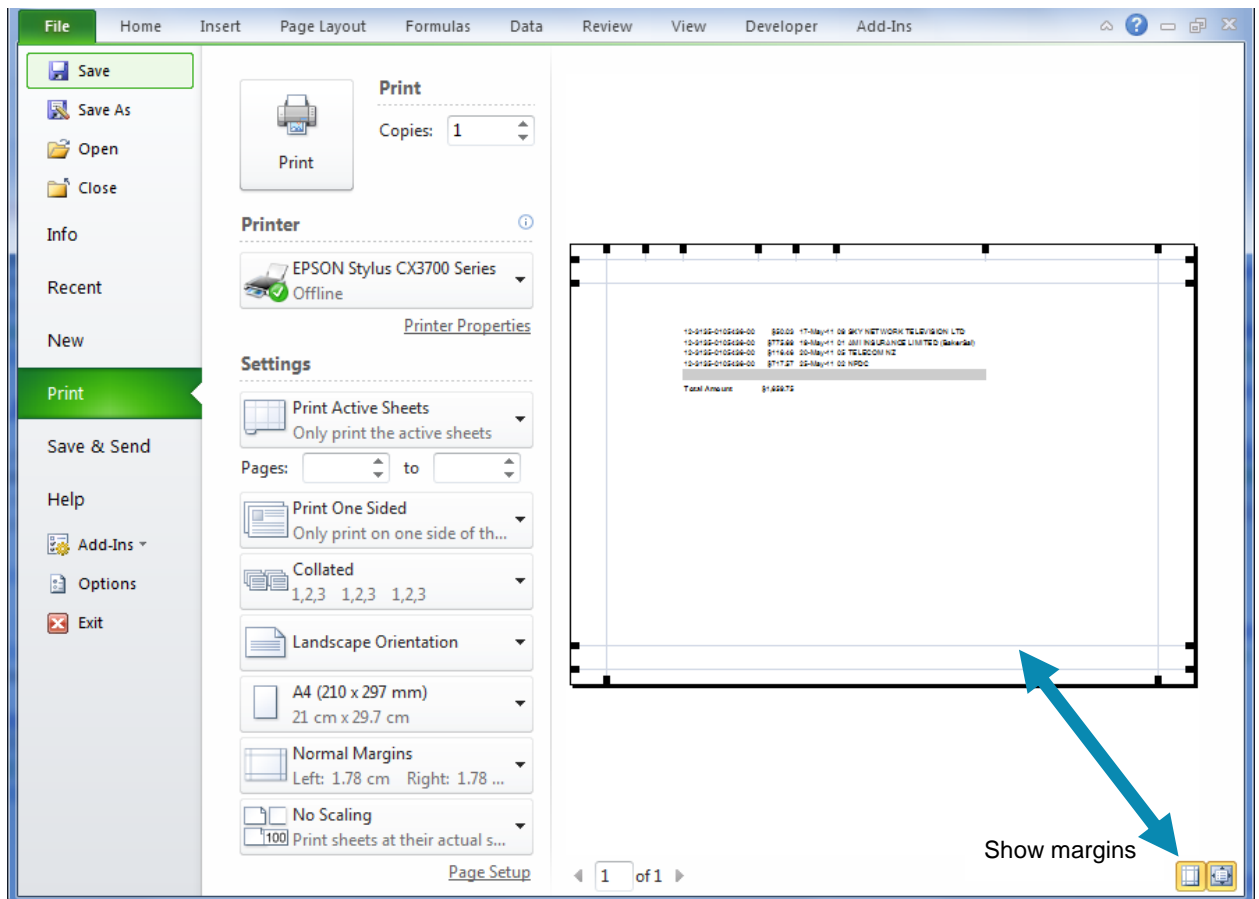
Printing

Page Layout

Use the Page Layout Tab and Page Setup group to prepare your workbook for printing.



File Print, Settings and Preview

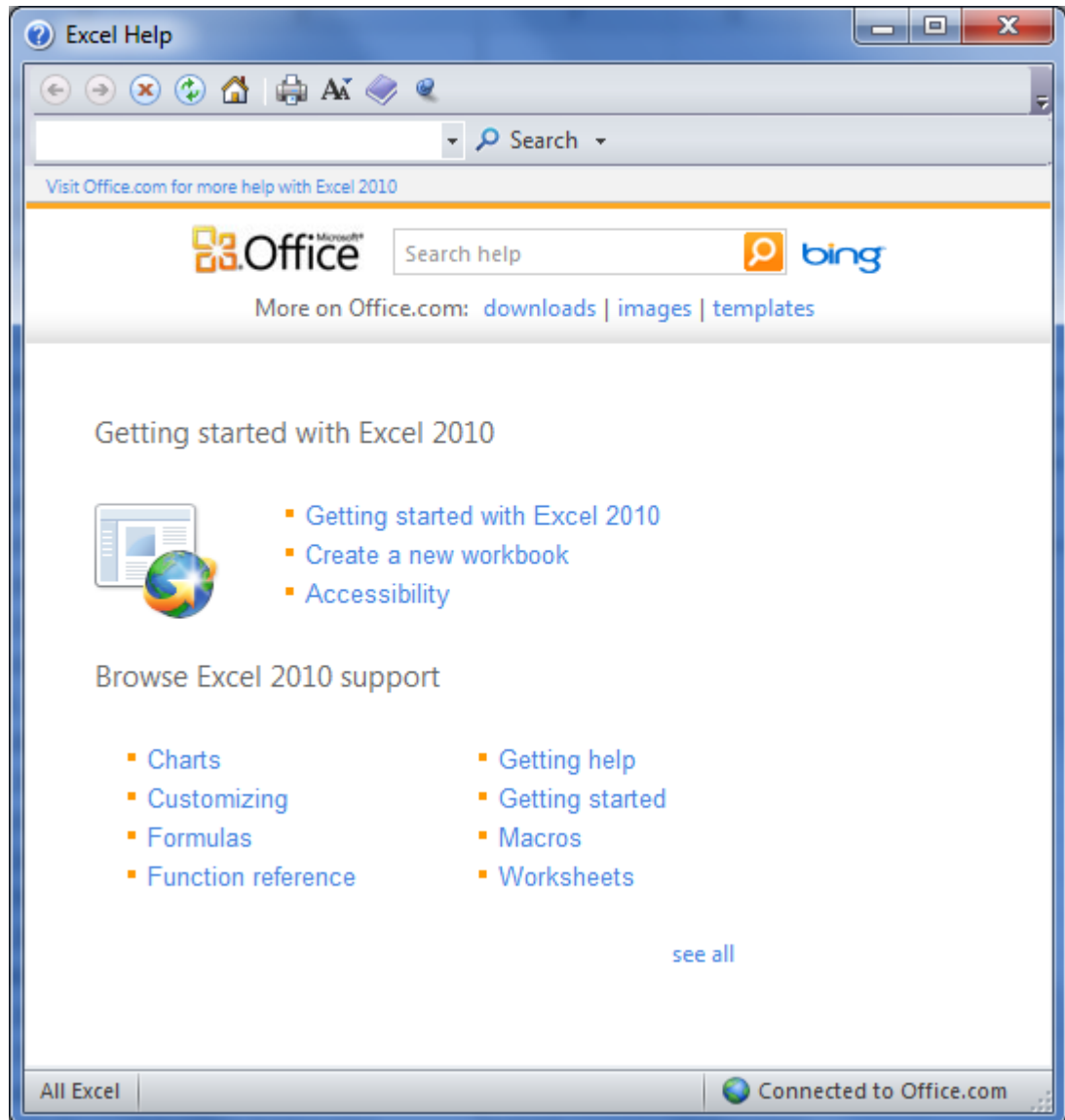


Notes: Keep IT Simple

Help

Function Key F1 is the quickest way to access Help.

Type in a keyword and press Search!



Notes: Keep IT Simple