

Excel 2010

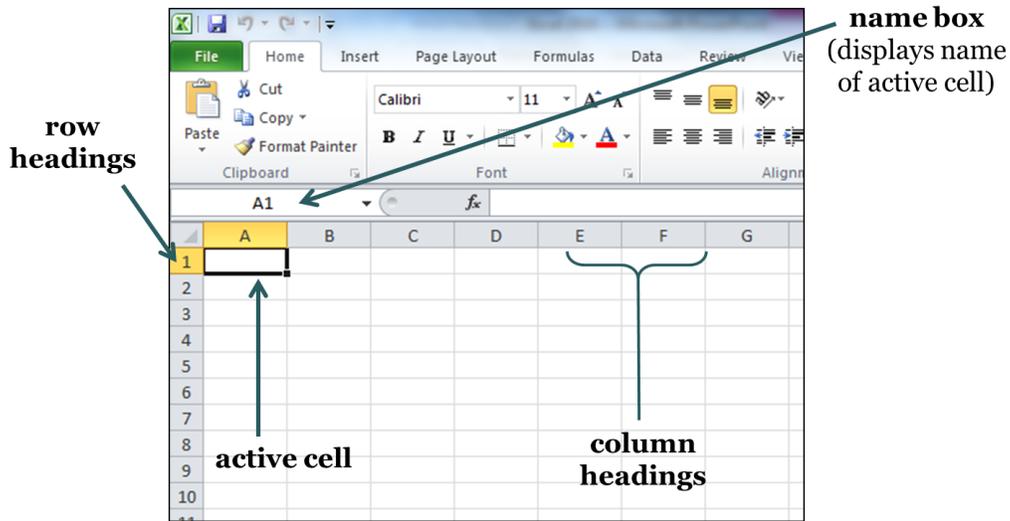
Sponsored by



★ Obtaining Excel 2010

- Excel is one program in a series called Microsoft Office. It is usually purchased separately from a computer.
- A free, open source alternative to Microsoft Office is Open Office. Both program suites have similar functions but may have a different appearance. Download Open Office at www.openoffice.org
- Google Docs provides free, web-based word processing tools. Visit docs.google.com
- All Macon public libraries have Microsoft Excel on their public use computers.

★ Parts of the Excel Window



★ Key Features in Excel Tabs

- **Home** - font formatting, text alignment (merge cells), cell formatting, insert/delete cells
- **Insert** - add a table, chart, clip art, photo, text box, Word art
- **Page Layout** - select a theme for your spreadsheet, setup page (margins, orientation, print area, etc.)
- **Formulas** - create & use preset functions to calculate formulas
- **Data** - import data from external sources
- **Review** - spell check, provide commentary when editing/proofreading spreadsheet
- **View** - change workbook views, view/hide gridlines

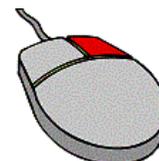
★ Keyboard Shortcuts

- **Arrow keys** - move left, right, up, and down cells
- **Enter key** - move down one cell
- **Tab** - move right one cell
- **Page Up** - move the active cell up one screen
- **Page Down** - move the active cell down one screen



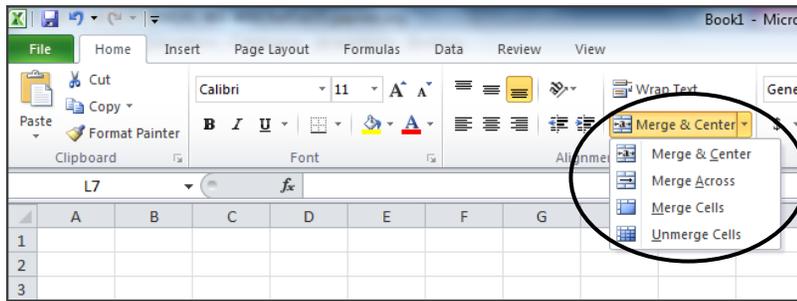
Mouse Shortcuts: Right-Click a Cell to...

- Copy, paste, & format text
- Format cells
- Insert/delete cells, rows, & columns



★ **Formatting & Merging Multiple Cells**

You may format multiple cells by clicking a single cell & dragging your mouse across the cells you wish to format. This works well when merging cells, which can be done under the “Home” tab in the “Alignment” group. Don’t forget that you can also right-click with your mouse to access this feature.

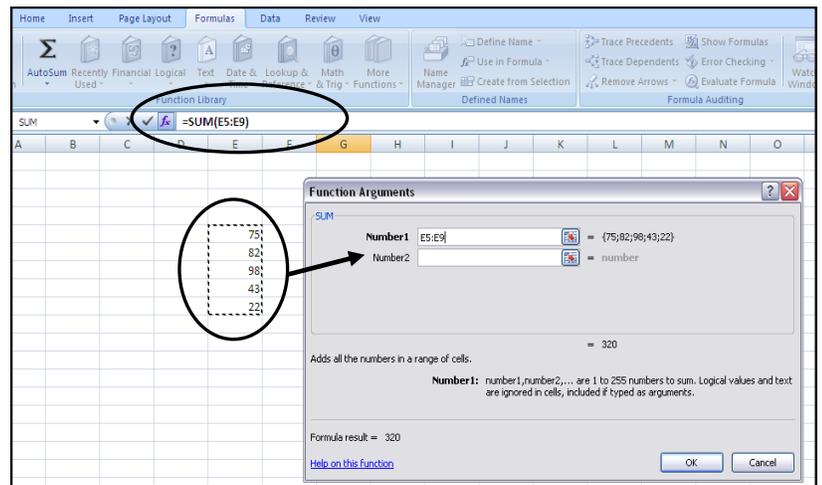
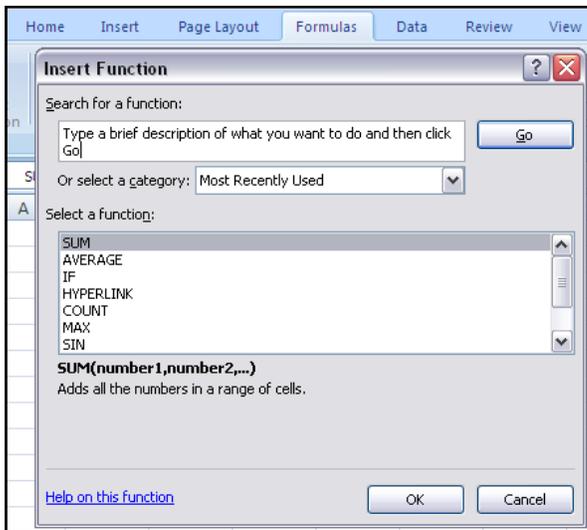


★ **Using Formulas**

Formulas perform certain calculations for data entered in cells. They always begin with an equal sign (=). You can create your own formulas (recommended only for advanced Excel users) or use those already provided.

1. Click the “Formulas” tab
2. Click the “Insert Function” button
3. Select a function and click “OK”

4. In the “Function Arguments” box (shown below), choose which cells you want to calculate. You can manually enter cell names or select several cells. Select contiguous cells by clicking & dragging. Non-contiguous cells can be selected by holding the Control (CTRL) key & clicking select cells. Then click “OK.”



Formulas follow the Order of Operations:

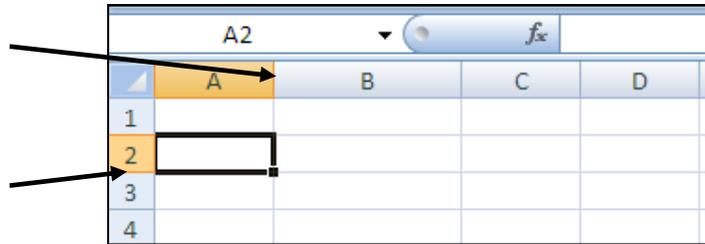
- Parenteses
- Exponents
- Multiplication
- Division
- Addition
- Subtraction

Formula Operator	Description
+	addition
-	subtraction
*	multiplication
/	division

★ **Resizing Columns & Rows**

- Many times, you will need to resize your columns and rows to view all the text within them. Simply move your mouse over the line that separates your rows or columns until you see one of the following symbols:   Then click and drag to resize your column or row.

Hovering your mouse over either line will produce one of the cursor symbols above, allowing you to resize your column or row.

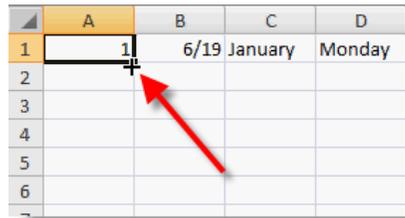


★ **Excel Cursors**

- Excel has various mouse cursors that show you when different functions will be performed.



This **crosshair** is the general cursor for Excel. You will see it when you can edit or merge cells. You will also see it when you select multiple cells.



The **fill handle** (shown left) will fill cells with the same or consecutive numbers when dragged from a specific cell.

★ **Saving Your Workbook**

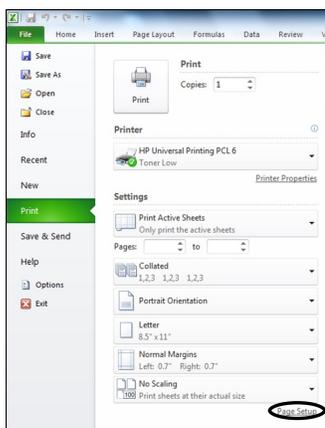
- Click the File tab in the upper left corner of your screen.
- Select the location you want to save your workbook.

★ **Printing Your Workbook**

- Click the File tab in the upper left corner of your screen, then click "Print."
- Be sure to look through the print preview to the right to make sure the spreadsheet will print the way you want it to.

Printing Gridlines

Gridlines (the lines between cells) will not print unless you specify for them to print. This can be done by going to Print -> Page Setup -> Sheet -> check "Gridlines" box. Click "OK" to print.



Setting the Print Area

To specify which part of your spreadsheet you want to print, select the area of cells to print. Then click the "Page Layout" tab and click "Print Area," then "Set Print Area." Dotted lines will appear to show you where the print area will cut off.

