

EXCEL 2010

Getting Started

1. **Quick Access Toolbar**- contains shortcuts for the most commonly used tools.
2. **Backstage View**- contains tools to work with workbook files and manage Excel settings.
3. **Ribbon**- contains groups of tools for use with Excel 2010.
4. **Worksheet Area**- displays current worksheet.
5. **Sheet Tabs**- displays tabs for the sheets in the current workbook
6. **Tab Bar**- contains tabs that display tools and commands in the ribbon.
7. **Status Bar**- contains worksheet information and shortcuts.

Customizing the Ribbon

1. Click the **File** tab.
2. Select **Options** in the left pane.
3. Select **Customize Ribbon**.
4. Click the arrow on the **Customize the Ribbon** box and select the tab group you want to be customized from the resulting menu.
5. Do any of the following:
 - To hide or display a tab, **check or uncheck** the box next to the group name in the box on the right.
 - To rename a tab or group, select the current name and click the **Rename** button. Enter a new name in the **Display name box** and click **OK**.
 - To rearrange tabs and groups, select the tab or the group name and click the **Move Up** or **Move Down** button. Click the **OK** button when you're finished.

Using the Backstage View

- Manages Word Settings, such as Permissions, Sharing, Versions, Properties, and Options.
- Allows you to save a file, open a file, or print the current file.
- To access the Backstage View, click the **File** tab on the **Tab Bar**.

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Creating a New Blank Workbook

1. Click the **File** tab.
2. Select **New** in the left pane.
3. Select the **Blank workbook** template in the **Available Templates** pane.
4. Click the **Create** button.

Creating a Workbook from a Template

1. Click the **File** tab.
2. Select **New** in the left pane
3. Do one of the following:
 - Select **Recent templates** for recently used templates.
 - Select **Sample templates** for a sample template.
 - Select **My templates** for a template you've created.
4. Select the template you want to use.
5. Click the **Create** button.

Creating a Workbook Based on an Office.com Template

1. Click on the **File** tab.
2. Select **New** in the left pane.
3. Select a template category in the **Office.com** Templates section.
4. Select the template you want to use.
5. Click the **Download** button.

Opening a Workbook

1. Click on the **File** tab.
2. Select **Open** in the left pane.
3. Locate and select the file you want to open.
4. Click the **Open** button.

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Opening a Recent Workbook

1. Click on the File tab.
2. Select Recent in the left pane.
3. Do one of the following:
 - Select the document in the Recent Workbooks pane to open a recent document.
 - To open a recent folder, select the folder in the Recent Places pane. Select the file you want to open and click the **Open** button.

Saving a Workbook

1. Click on the **File** tab.
2. Do one of the following:
 - To save the document as an Excel 2007 or 2010 file, select **Save** from the left pane.
 - To save the document as another file format, select **Save As** in the left pane. Click the arrow in the **Save as type** box and select a format from the menu.
 - Select the location where you want to save the workbook.
 - Enter a file name in the **File name** box.
 - Click the **Save** button.

Page Layout

Selecting the Paper Size

1. Click on the **Page Layout** tab.
2. Click the **Size** button in the **Page Setup** group.
3. Do one of the following:
 - To select a standard paper size, select a paper size from the resulting menu.
 - To specify a custom paper size, click on the **Page** tab. Enter values in the **Width** and **Height** boxes and click the **OK** button.

Changing the Page Orientation

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1. Click on the **Page Layout** tab.
2. Click the **Orientation** button in the **Page Setup** group.
3. Select **Portrait** or **Landscape** from the menu.

Setting Page Margins

1. Click on the Page Layout tab.
2. Click the Margins button in the Page Setup group.
3. Select a margin type from the menu.

Note: To set custom margin values, click the **Margins** button and select **Custom Margins** from the menu. In the **Margins** section, enter values and click **OK**.

Worksheets

Inserting a Worksheet

- Click the **Insert Worksheet** button on the right side of the row of worksheet tabs to insert a new worksheet at the **end** of existing worksheets.
- To insert a new worksheet before an existing worksheet, select the worksheet and click on the **Home** tab. Click the arrow on the **Insert Cells** button in the **Cells** group and select **Insert Sheet** from the menu.
- To insert a new worksheet based on a template, right click a worksheet tab and select **Insert** from the shortcut menu. Select the template you want to use and click the **OK** button.

Renaming a Worksheet

You can also double-click the worksheet tab and enter a name.

Moving or Copying a Worksheet

1. Right-click the tab for the worksheet to be copied or moved.
2. Select **Move** or **Copy** from the shortcut menu.
3. Select the worksheet you want to move or copy the selected worksheet in front of.
4. Do one of the following:
 - To **copy** the selected worksheet, **check** the **Create a copy** box.
 - To **move** the selected worksheet, **clear** the **Create a copy** box.

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5. Click the **OK** button.

Deleting a Worksheet

To quickly delete a worksheet, right-click the worksheet tab and select **Delete** from the shortcut menu.

Color Coding a Worksheet Tab

1. Select the worksheet.
2. Click the **Home** tab.
3. Click the **Format** button in the **Cells** group.
4. Select **Tab Color** and select a color from the color palette.

Rows & Columns

Selecting Rows or Columns

- To select an entire row or column, click the row heading or column heading.
- To select a range of rows or columns, click and drag the mouse pointer over the row or column headings.
- To select nonadjacent rows or columns, hold the **Ctrl** key and click on each row or column heading.

Inserting a Row or Column

1. Select the row heading below or the column heading to the right of where you want to insert the row or column.
2. Click the **Home** tab.
3. Click the arrow on the **Insert Cells** button in the **Cells** group.
4. Select **Insert Sheet Rows** or **Insert Sheet Columns** from the menu.

Adjusting Row Height or Column Width

1. Select the row or column you want to adjust.
2. Click the **Home** tab.
3. Place mouse pointer over the boundary line of the row or column heading until it turns into a double sided arrow.

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4. Click and drag the boundary to adjust.

Illustrations

Inserting an Illustration

1. Click in the workbook where you want the illustration.
2. Click the **Insert** tab.
3. In the Illustrations group, click the **Picture** button.
4. Locate and select the graphic and click the **Insert** button.

Inserting a Screen Shot

1. Click the document where you want to add the screenshot.
2. Click the **Insert** tab.
3. Click the **Screenshot** button in the **Illustrations** group.
4. Select the screen in the **Available Windows** section.
5. To create your own screenshot, select **Screen Clipping** from the menu. Click and drag the area you want to insert the document.

Views

Changing the Workbook View

To quickly change the workbook view, click the **Normal**, **Page Layout**, or **Page Break Preview** button on the **Status** bar.

Viewing Multiple Workbooks

1. Open the workbooks you want to review.
2. Click the **View** tab.
3. Click the **Arrange All** button in the **Window** group.
4. Make a selection in the **Arrange** section.
5. Click the **OK** button.

Splitting Panes

Click and drag the **Horizontal Split** or **Vertical Split** boxes in the upper and lower right corners of the worksheet area.

Freezing a Row or Column

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Click the **Freeze Panes** button in the **Window** group and select **Freeze Top Row** or **Freeze First Column** from the menu.

Output

Previewing and Printing a Workbook

1. Click the **File** tab.
2. Select **Print** in the left pane.
3. Click **Print** button.

Emailing a Workbook as an Attachment

1. Click the **File** tab.
2. Select **Save and Send** in the left pane.
3. Click **Send as Attachment**.
4. Enter recipient in the **To** box.
5. Click **Send**.

Cells

Inserting Cells

1. Click **Home** tab.
2. Click the arrow on the **Insert Cells** button in the **Cells** group.
3. Select **Insert Cells** from the menu.

Formatting Cells

- Select buttons **Font**, **Alignment**, **Number** and **Styles** groups in **Home** tab.

Working with Cell Borders

1. Select cells you want to apply borders to.
2. Click **Home** tab.
3. Click the arrow on the **Borders** button in the **Font** group.
4. Select a border from the menu.

Merging Cells

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1. Click the **Home** tab.
2. Click the arrow on the **Merge & Center** button in the **Alignment** group.
3. Select **Merge and Center** from the menu.

Data

Entering Data

- Select the cell, enter the data and press **Tab**.

Shortcuts

Paste	Ctrl + V
Cut	Ctrl + X
Copy	Ctrl + C
Format Painter	Ctrl + Shift + C
Font	Ctrl + Shift + F
Font Size	Ctrl + Shift + P
Grow Font	Ctrl + Shift + .
Shrink Font	Ctrl + Shift + ,
Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U
Align Text Left	Ctrl + L
Center	Ctrl + E
Align Text Right	Ctrl + R

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Percent Style	Ctrl + Shift + %
Sum	Alt + =
Save	Ctrl + S
Undo	Ctrl + Z
Redo	Ctrl + Y