



Getting Started

Ribbon

The Office 2010 interface uses the **Ribbon**. This replaces the old drop-down menus by grouping common tasks together under category tabs. Click on a tab to access these common functions.



File Tab

The File tab replaces the old Office button. Click on File tab to access the Open, New, Save, Print, Help etc. options.

Quick Access Toolbar

The Quick Access Toolbar can be customized to best suit your needs. Simply click on the drop-down arrow and select the preferred options from the resulting list.



Selecting Cells

To Select:

1. A cell: click in the centre of the cell with the mouse. A dark border will appear around the cell.
2. A range of cells: click and drag from the upper leftmost cell to the lower rightmost cell.
3. Non-adjacent cells: click in the first cell, then while holding the Ctrl key, click down, select the other cells. Release the Ctrl key after all non-adjacent cells are selected.
4. A column of cells: from row 1 to row over a million, click on the column header letter - eg. A, AG, BH.
5. A row of cells: from column A to column IV, click on the row header number - eg. 1, 147, 99998.
6. All cells on the worksheet: press Ctrl + A.
7. A named cell or range: click on the Name Box drop-down list on the Formula bar; select the name of the range or cell you want.

Editing Cells

1. To edit cells: select the cell, type information, press the Enter key.
2. To name ranges and cells: select the cell or range, click the Name Box on the Formula bar, then type a name for the cell or range, press the Enter key.
3. To insert a cell: select one or more cells, click the Home tab and select Insert from the Cells group.

Auto Fill Options

Excel recognizes certain types of data and it will automatically assume that you want to use them in a certain way. If you type in a "day of the week" into a cell, a **Auto Fill** will appear that will give you the choice of how to deal with this data.

To turn Auto Fill off, click the File tab, then click Options, click Advanced, and then under Cut, Copy, and Paste section, remove the check from the Show Paste Options buttons check box.



Working with Workbooks & Worksheets

Workbooks

1. To create a new blank workbook, click the File tab, then click New, then click Blank Workbook.
 2. To open an existing workbook, click on the File tab, then click Open, then click the file and click the Open button.
 3. To save a workbook, press the F12 key, on the keyboard, select a folder in the File Name field, then type a name for the file in the File Name field and click the Save button.
- Note: To save a workbook in a older Excel format, do the same as above and in Save as type, select Excel 97-2003 Workbook. Click Save.

Worksheets

1. To select a different sheet in the workbook, click on the sheet in the Sheetbar.
2. To insert a new sheet in the workbook, right-click on any sheet in the Sheetbar and select Insert... Select Worksheet and click the OK button. You can also click the Insert Worksheet tab.
3. To rename a worksheet, double-click on the sheet in the Sheetbar, type in the name and press the Enter key.
4. To change the color of a Sheet Tab, right-click the Sheet Tab and select Tab Color from the shortcut menu.
5. To delete a worksheet, right-click the sheet you want to delete, then select Delete.
6. To move or copy a sheet, right-click the sheet you want, then select Move or Copy... From the dialog box, select where to move or copy to, then click the OK button.

Excel 2010 Guide

Chris Voyse, Patrice Muse



Excel 2010 Guide:

Excel 2010 Quick Source Guide Quick Source,2010-06-01 **Microsoft Excel 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)** Beezix Software Services, Inc,Beezix, Inc Staff,2010-05-01 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office Excel 2010 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Creating Workbooks Entering and Editing Data Undo and Redo Resizing Column Width and Row Height Inserting and Deleting Rows Columns and Cells Clearing Cells Clearing Formatting Formatting Numbers and Cells Aligning and Merging Cell Contents Borders and Grids Viewing the Worksheet as it will Print Entering Dates Entering Sequences Entering Formulas Cut Copy Paste Drag Excel 2010 Tables PivotTables Sorting Advanced Charts Functions Formulas *Excel 2010: The Missing Manual* Matthew MacDonald,2010-06-18 Excel the world's most popular spreadsheet program has the muscle to analyze heaps of data Beyond basic number crunching Excel 2010 has many impressive features that are hard to find much less master especially from online help pages This Missing Manual clearly explains how everything works with a unique and witty style to help you learn quickly Navigate with ease Master Excel's tabbed toolbar and its new backstage view Perform a variety of calculations Write formulas for rounding numbers calculating mortgage payments and more Organize your data Search sort and filter huge amounts of information Illustrate trends Bring your data to life with charts and graphics including miniature charts called Sparklines Examine your data Summarize information and find hidden patterns with pivot tables and slicers Share your spreadsheets Use the Excel Web App to collaborate with colleagues online Rescue lost data Restore old versions of data and find spreadsheets you forgot to save **Rev Up to Excel 2010** Bill Jelen,2010 Provides information on the new features and functions of Microsoft Excel 2010 with coverage of such topics as customizing the ribbon sorting and filtering creating dashboards and using PowerPivot

Illustrated Course Guide: Microsoft Excel 2010 Basic Elizabeth Eisner Reding,Lynn Wermers,2010-10-05 Loved by instructors for the visual and flexible way to build computer skills the Illustrated Course Guides are ideal for teaching Microsoft Excel 2010 to students across experience levels Each two page spread focuses on a single skill making information easy to follow and absorb The Illustrated Course Guides split Microsoft Excel 2010 concepts and skills into three manageable levels Basic Intermediate and Advanced perfect for workshops or accelerated courses Important Notice Media content referenced within the product description or the product text may not be available in the ebook version Microsoft Excel 2010 Nita Hewitt Rutkosky,2011 How to Use Microsoft Excel 2010 Howexpert Press,2016-09-05 If you want to become updated in dealing with spreadsheets then get a copy of this How To Use Microsoft Excel 2010 guide In this step by step guide you will reap the following benefits Learn how to make use of the Excel templates Be able to make use of Excel functions Be guided in using Excel formulas properly Learn some shortcut techniques to execute functions and formulas

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for many function formula related features This guide is suitable as a training handout or simply an easy to use reference guide The following topics include Conditionally Summing Data SUMIF COUNTIF Being Precise Rounding functions Improving Clarity with Range Names Merging Text and Numbers CONCATENATE TEXT LEFT RIGHT MID LEN FIND VALUE TRIM SUBSTITUTE Changing Results IF AND OR Table Lookups VLOOKUP HLOOKUP INDEX MATCH Error Recovery ISNA ISERROR Array Formulas Single Cell Excel 2010 Tables PivotTables Sorting Advanced Charts Functions Formulas **Excel 2010 All-in-One For Dummies** Greg Harvey,2010-05-10 A comprehensive up to date user friendly guide to Excel 2010 Excel is the standard for spreadsheet applications and is used worldwide but it s not always user friendly That makes it a perfect For Dummies topic and this handy all in one guide covers all the essentials the new features how to analyze data with Excel and much more Eight minibooks address Excel basics worksheet design formulas and functions worksheet collaboration and review charts and graphics data management data analysis and Excel and VBA Excel is the leading spreadsheet data analysis software and is used throughout the world the newest revision includes upgraded tools and a redesigned interface For Dummies books are the bestselling guides to Excel with more than three million copies sold Excel 2010 All in One For Dummies covers the changes in the newest version as well as familiar tasks such as creating and editing worksheets setting up formulas and performing statistical functions Eight self contained minibooks cover the basics worksheet design formulas and functions worksheet collaboration presenting data in charts and graphics data management data analysis and creating macros with VBA Newcomers to Excel as well as veterans who just want to learn the latest version will find Excel 2010 All in One For Dummies has everything they need to know *Microsoft Excel 2010 - Beginning* EZ-Ref Courseware,2010-09-01 Beginning B Cell Styles The Format Painter Working with Charts Absolute Addressing Creating Templates [The Complete Idiot's Guide to Microsoft Excel 2010](#) Richard Rost,2011 The Complete Idiot s Guide to Excel 2010 2 in 1 is a special volume CD ROM combination providing both beginner and advanced Excel users the tools necessary to navigate the latest features of the 2010 edition **Illustrated Course Guide: Microsoft Excel 2010 Advanced** Lynn Wermers,2011-01-01 Loved by instructors for the visual and flexible way to build computer skills the Illustrated Course Guides are ideal for teaching Microsoft Excel 2010 to students across experience levels Each two page spread focuses on a single skill making information easy to follow and absorb The Illustrated Course Guides split Microsoft Excel 2010 concepts and skills into three manageable levels Basic Intermediate and Advanced perfect for workshops or accelerated courses Important Notice Media content referenced within the product description or the product text may not be available in the ebook version **Excel 2010 for Health Services Management Statistics** Thomas J. Quirk,Simone Cummings,2014-05-19 This is the first book to show the capabilities of Microsoft Excel to teach health services management statistics effectively It is a step by step exercise driven guide for students and practitioners who need to master Excel to solve practical health services management problems If understanding statistics isn t your strongest suit you are not especially

mathematically inclined or if you are wary of computers this is the right book for you Excel a widely available computer program for students and managers is also an effective teaching and learning tool for quantitative analyses in health services management courses Its powerful computational ability and graphical functions make learning statistics much easier than in years past However Excel 2010 for Health Services Management Statistics A Guide to Solving Practical Problems is the first book to capitalize on these improvements by teaching students and managers how to apply Excel to statistical techniques necessary in their courses and work Each chapter explains statistical formulas and directs the reader to use Excel commands to solve specific easy to understand health services management problems Practice problems are provided at the end of each chapter with their solutions in an Appendix Separately there is a full Practice Test with answers in an Appendix that allows readers to test what they have learned

Excel 2010 Guide Book Review: Unveiling the Magic of Language

In an electronic digital era where connections and knowledge reign supreme, the enchanting power of language has are more apparent than ever. Its power to stir emotions, provoke thought, and instigate transformation is truly remarkable. This extraordinary book, aptly titled "**Excel 2010 Guide**," written by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we shall delve to the book is central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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