Reference Services Division Presents



Excel 2010 Introductory Course

OBJECTIVES:

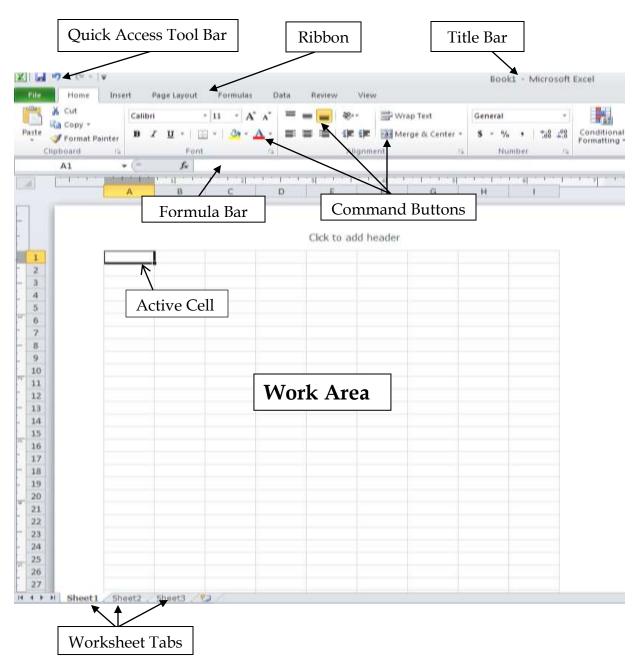
- Navigate Comfortably in the Excel Environment
- Create a basic spreadsheet
- Learn how to format the cells and text
- Apply a simple math formula
- Generate a chart/graph



About Spreadsheets

- A spreadsheet is an electronic document used to store data
- It is composed of vertical columns and horizontal rows
- A cell is the individual unit where the column and row intersect
- A cell can contain data that can be used in calculations within the spreadsheet

Overview of the Microsoft Excel Environment



Quick Access Toolbar



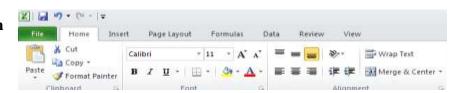
- The Quick Access toolbar is located at the top left corner of the Excel Window
- The Quick Access toolbar provides shortcuts to frequently used commands such as Undo, Redo and Save

Title Bar

Book1 - Microsoft Excel

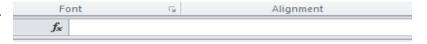
- Immediately adjacent to the Quick Access toolbar is the Title bar
- The Title bar displays the title of the workbook you are currently working on
- Excel names the first new workbook you open Book1
- By saving your workbook you can assign it a new name

The Ribbon



- The Ribbon sits just beneath the Title Bar and is divided into tabs
- Each tab displays groups of related command buttons
- Use the buttons to format data, insert formulas, create graphs and more

The Formula Bar



- The Formula Bar is located between the Ribbon and the Work Area
- The Formula Bar displays the data or formula stored in the Active Cell
- The Formula Bar can be used to enter or edit a formula, a function, or data in a cell

Work Area

- The work area is a grid composed of horizontal rows and vertical columns
- Each row is assigned a number and each column a letter
- The individual boxes created by the intersecting rows and columns are called cells
- In an Excel worksheet, the cell with the black outline is called the Active Cell
- Data is always entered into the active cell

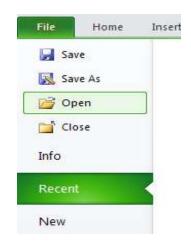
Using Microsoft Excel 2010

Create a New Workbook

- To create a new workbook click the File Tab
- Select "New"

Opening an Existing Workbook

- To open an existing workbook select "Open"
- Locate the workbook you wish to open from the dialogue box and double click the file name



Entering Text and Numbers

- To enter text or numbers into a cell, click on the cell and start typing
- To edit text double click on the cell and edit **OR**
- Select the cell, and then edit using the Formula (f_x) Bar
- To delete the contents of a cell, select the cell and hit the Delete key

Formatting Text and Numbers

- Select the cell(s) you wish to format
- Use the command buttons on the "Home" tab to format text within selected cells
- Options include changing font type, font size, font color, text alignment and more

Formatting Cells (including Columns and Rows)

- Right-click on any cell, group of highlighted cells, column or row
- Format Cells...

 Pick From Drop-down List...

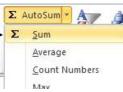
 Name a Range...

 Hyperlink...

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- Select "Format Cells" from the drop-down menu
- This will open a pop-up menu with several tabs at the top
- Use the command buttons in each tab to make formatting changes to the cells

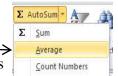
Mathematical Formulas: AutoSum

- To automatically calculate the sum of a selected group of cells, highlight the cells
- Select "AutoSum" at the far right of the "Home" tab
- Select "Sum" from the drop-down menu
- The sum will be displayed directly after the selected cells



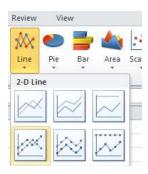
Mathematical Formulas: Calculating an Average

- To calculate the average of a selected group of cells, highlight the cells
- Select "AutoSum" at the far right of the "Home" tab
- Select "Average"
- The Average will be displayed directly after the selected cells



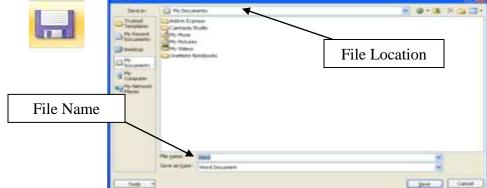
Generate Charts and Graphs from Existing Data

- Select the range of cells to show on the chart or graph, including headers
- Click the "Insert" tab on the Ribbon
- Select the type (and the sub-type) of chart to use
- Excel will generate the graph and place it on the worksheet





Save



- The first time you Save a workbook a dialog box will appear
- File Name will be "Book1" (this is the default file name)
- Type the desired name of the Workbook in its place

After a document has been saved once click the Save button on the Quick Access
 Bar periodically to save any changes you make

Use Save As to save a copy of the file under a different name or location Click the File Tab on the Ribbon Select "SAVE AS" Select the desired file format Choose the location to save the file to e.g. My Computer or My Documents

• Click "SAVE"

Type in the file name

Home Insert Page Layout Formulas **Printing** Save Print Save As Copies: 1 • Click the File tab on the Ribbon Open Close • Select "Print" from the options on the left Info • Select the correct Printer and Properties Library Reference RICOH Recent then click "Print" New Settings Print Active Sheets