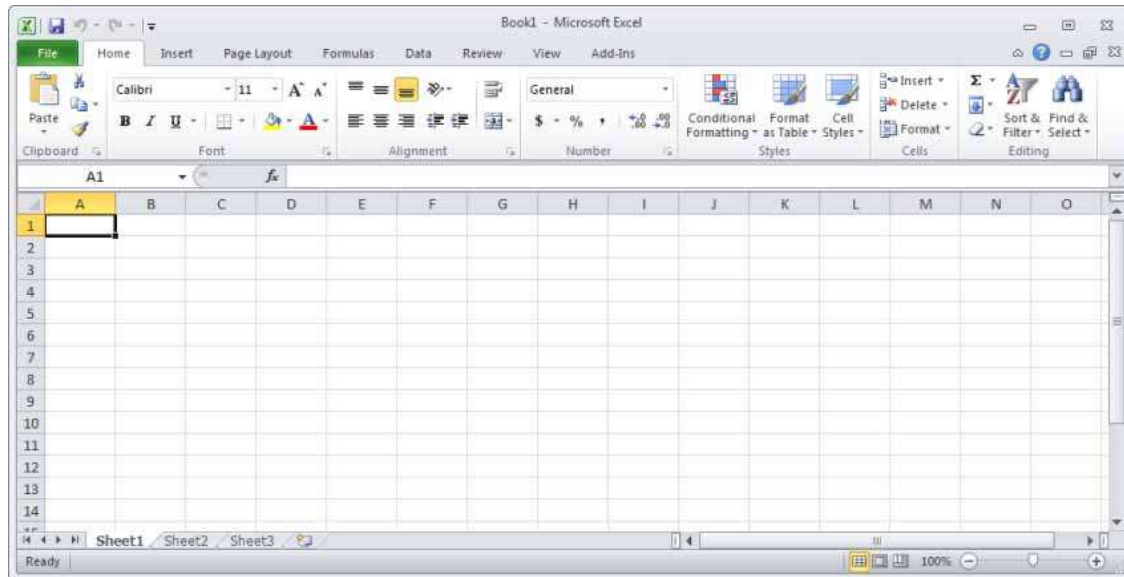


# Using Excel 2010

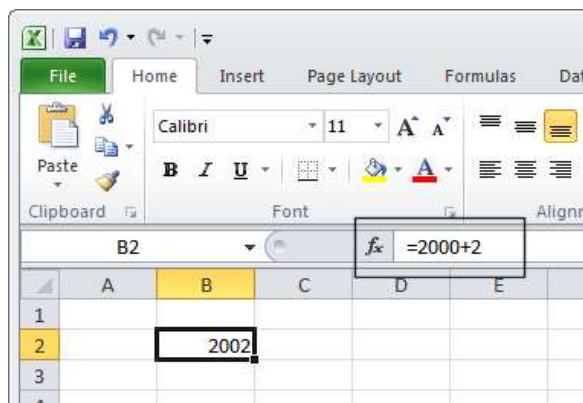
## Starting the Excel program

- Click on the **Start** button (bottom-left of the screen). Click on **All Programs**. Click on **Microsoft Office**. Click on **Microsoft Excel 2010**. The Excel window will be displayed, as illustrated.



## What is the Active Cell?

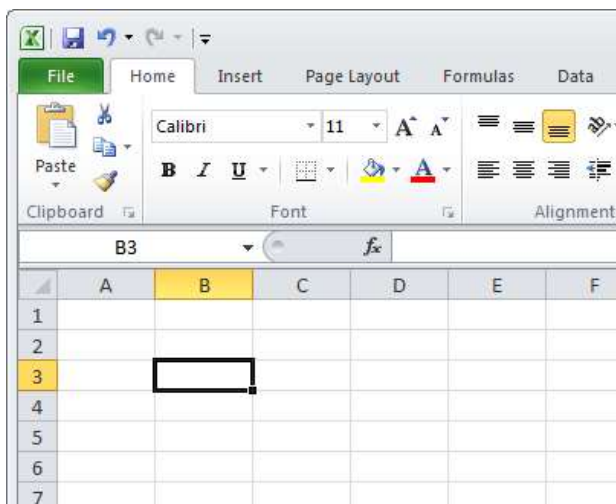
- Excel identifies the **active cell** with a bold outline around the cell and highlighting the column heading letter and row heading number of the cell. In the following example, **B2** is the active cell:



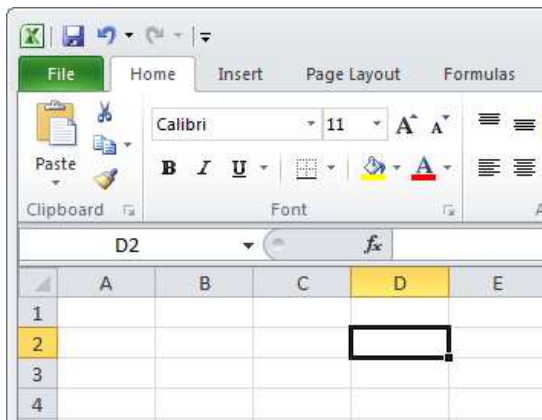
- In the above illustration, notice that **B2** is displayed in the **Name Box** and the contents of the cell is displayed in the **Formula Bar**. In this case, **2002** is a calculated value, **2000+2**.
- In order for you to enter data into a cell, it needs to be the active cell. The active cell will accept keyboard entries. You can make a cell active by clicking on it or navigating to it.

## The Excel cell referencing system

- An Excel worksheet is made up of individual cells, each of which has a unique reference. Look at the illustration below. We have clicked on cell **B3**, which means that the cell is in **column B**, **row 3**.



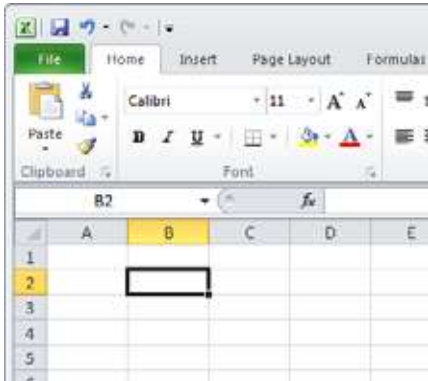
- In the illustration below, we have clicked on cell **D2**.



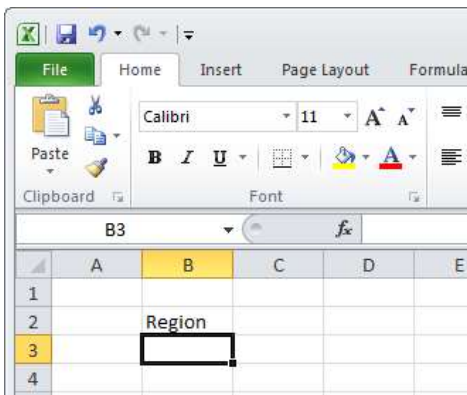
- If you look carefully you will see that the current cell reference is displayed just above the actual worksheet.

## Entering numbers and text

- Click on cell **B2**, as illustrated.

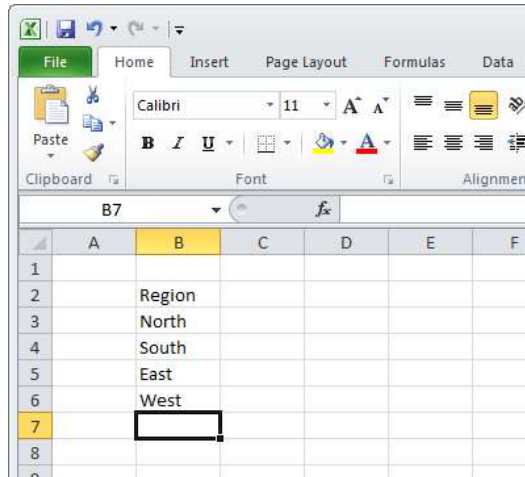


- Type in the word '**Region**'. Press the **Enter** key. When you press the **Enter** key you will automatically drop down to the next cell within the worksheet. Your screen will now look like this.



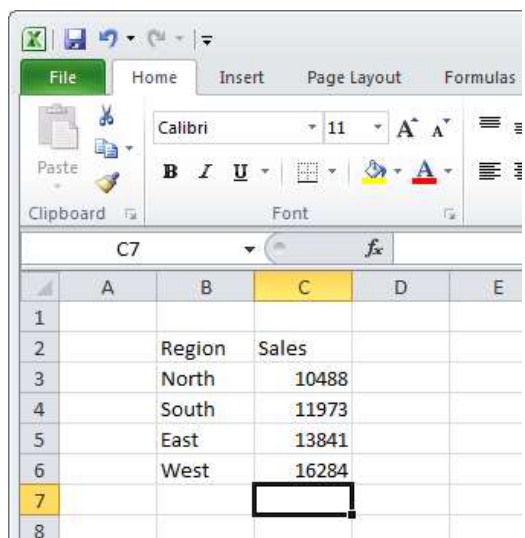
- The active cell is now **B3**. Type in the word '**North**'. Press the **Enter** key.
- The active cell is now **B4**. Type in the word '**South**'. Press the **Enter** key.
- The active cell is now **B5**. Type in the word '**East**'. Press the **Enter** key.
- The active cell is now **B6**. Type in the word '**West**'. Press the **Enter** key.

Your screen will now look like this:



- Click on cell **C2**. Type in the word '**Sales**'. Press the **Enter** key.
- Type in the number **10488** and press the **Enter** key.
- Type in the number **11973** and press the **Enter** key.
- Type in the number **13841** and press the **Enter** key.
- Type in the number **16284** and press the **Enter** key.

Your screen will now look like this:



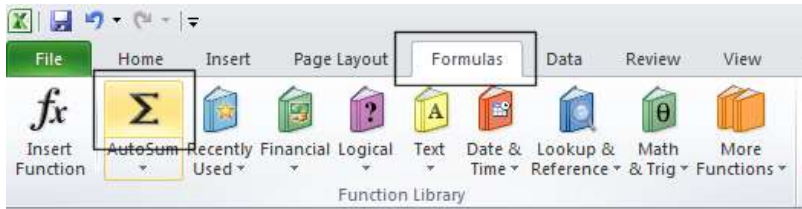
## Default text and number alignment

- If you look carefully at what you have typed in you will see that by default text is aligned within a cell to the left, while numbers are aligned within the cell to the right. This makes sense, as normally text starts from the left of a page and it is the same within a cell. Numbers on the other hand normally align to the right. Think how you

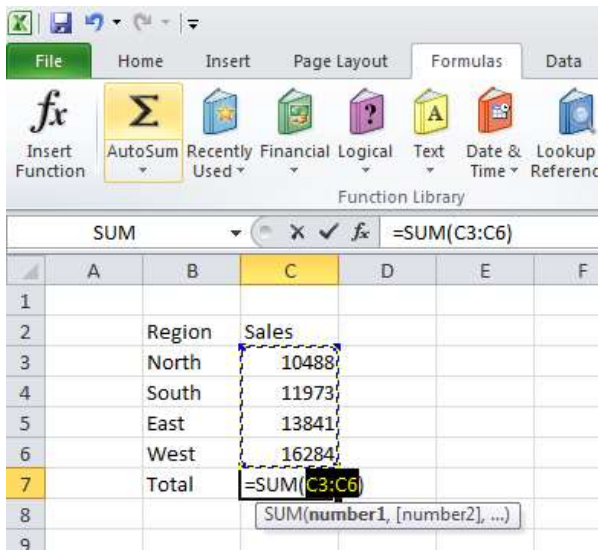
would write down a column of numbers on a page that you want to add up. Numbers align to the right.

## Summing a column of numbers

- Click on cell **B7** and type in the word 'Total'.
- Click on cell **C7**. Click on the **Formulas** tab, and then click on the **AutoSum** button.



Your screen will look like this:



- Press the **Enter** key and Excel will automatically add up the column of numbers, as illustrated.

	A	B	C	D
1				
2		Region	Sales	
3		North	10488	
4		South	11973	
5		East	13841	
6		West	16284	
7		Total	52586	
8				

- We have hardly started to use Excel but already you have seen how powerful and easy to use it is. We will see more of the Excel functions for performing calculations later.

The best thing about Excel is that if you make changes to the numbers then totals and other calculations are automatically updated. Click on cell **C4** and type in a different number. When you press the **Enter** key you will see that the total value displayed in cell **C7** changes to recalculate the total value of the sales.

## Entering a date

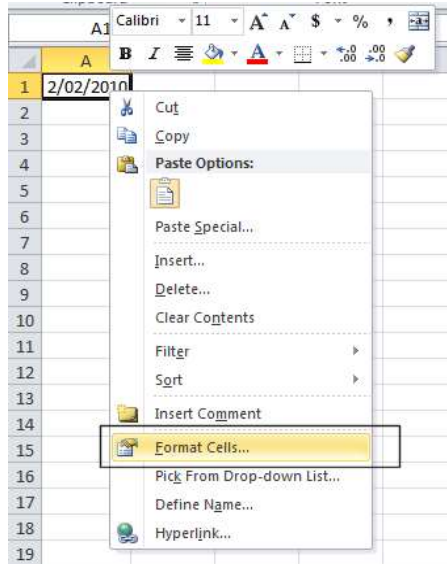
- Click on cell **A1**. Enter the following information and then press the **Enter** key.

**2/2/2010**

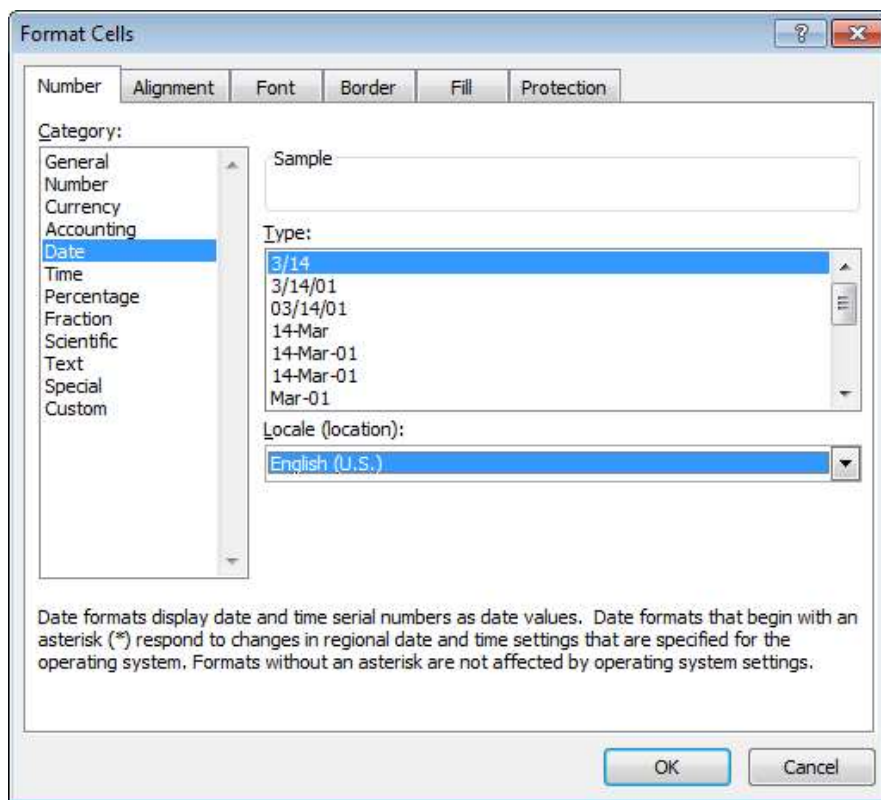
	A	B	C
1	2/02/2010		
2			
3			
4			

Excel recognizes this as a date and automatically marks the cell as containing date information.

- Right click over the date you have just entered. From the popup menu displayed, select the **Format Cells** command, as illustrated.



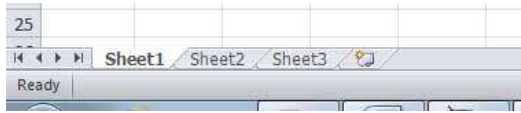
- This will display the **Format Cells** dialog box.



- If you have time you can select a different type of date format, using the **Type** section of the dialog box. Click on the **OK** button to apply any changes you make.

## Worksheets and Workbooks

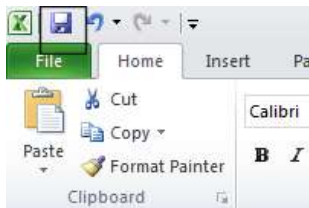
- Look at the bottom-left of your screen and you will see the worksheet tabs displayed.



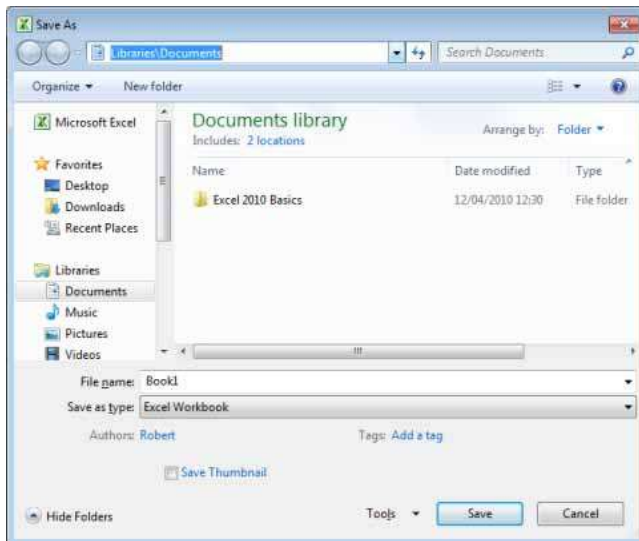
By default each workbook contains three worksheets. This is similar to a notebook that contains separate pages. Click on the **Sheet 2** worksheet tab and the second worksheet is displayed. Click on the **Sheet 3** worksheet tab and the third worksheet is displayed. Click on the **Sheet 1** worksheet tab and the first worksheet, containing your data is displayed again. As we will see later you can add or remove worksheets as well as reordering and renaming them.

## Saving a workbook

- To save the workbook click on the **Save** icon (top-left part of your screen).

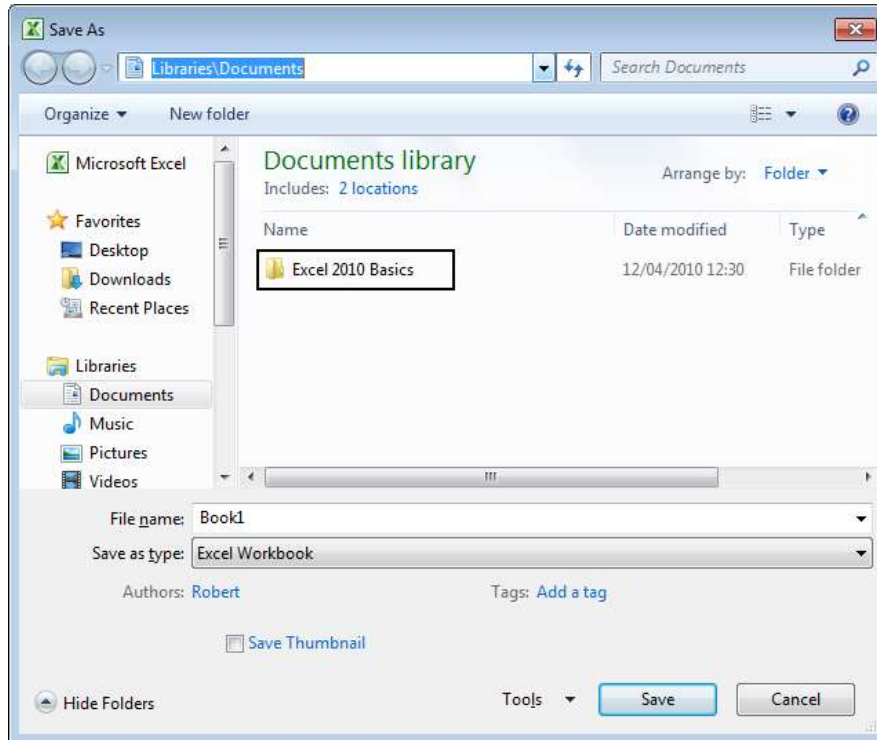


- This will display the **Save As** dialog box.

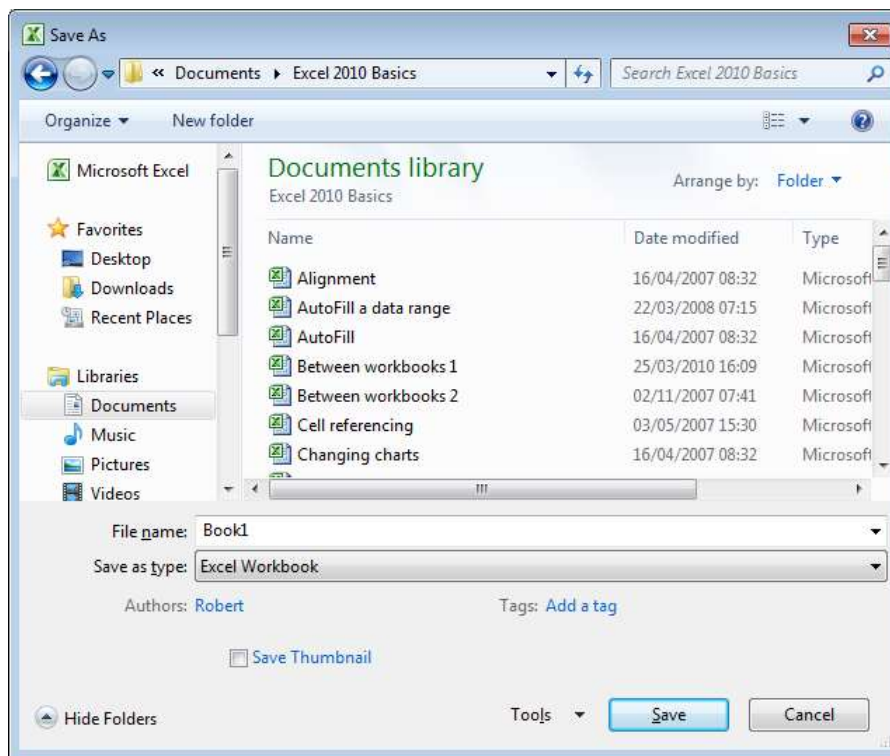


- Navigate to the folder containing your sample files. To do this, double click on the **Excel 2010 Basics** folder.

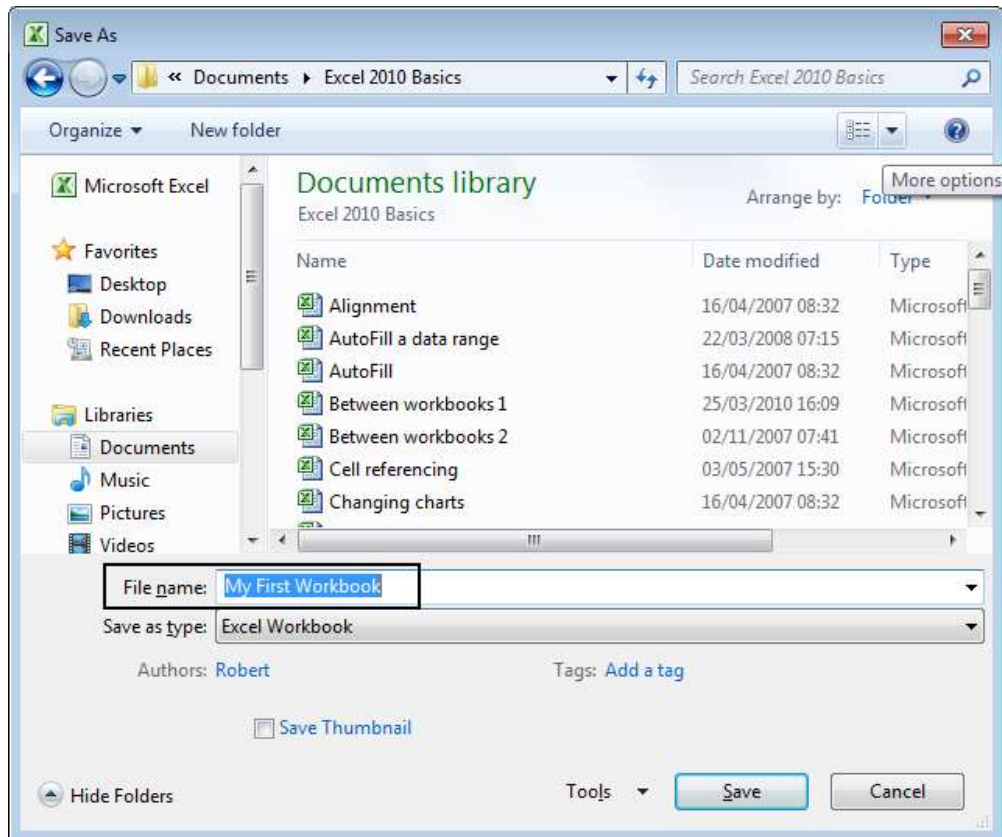




- You will see the sample files listed within the **Excel 2010 Basics** folder.



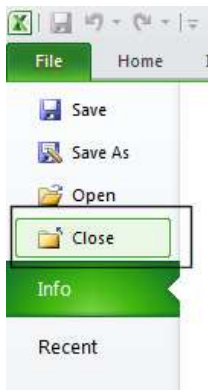
- Click within the **File name** section of the dialog box to name the file. In this case use the file name **My First Workbook**.



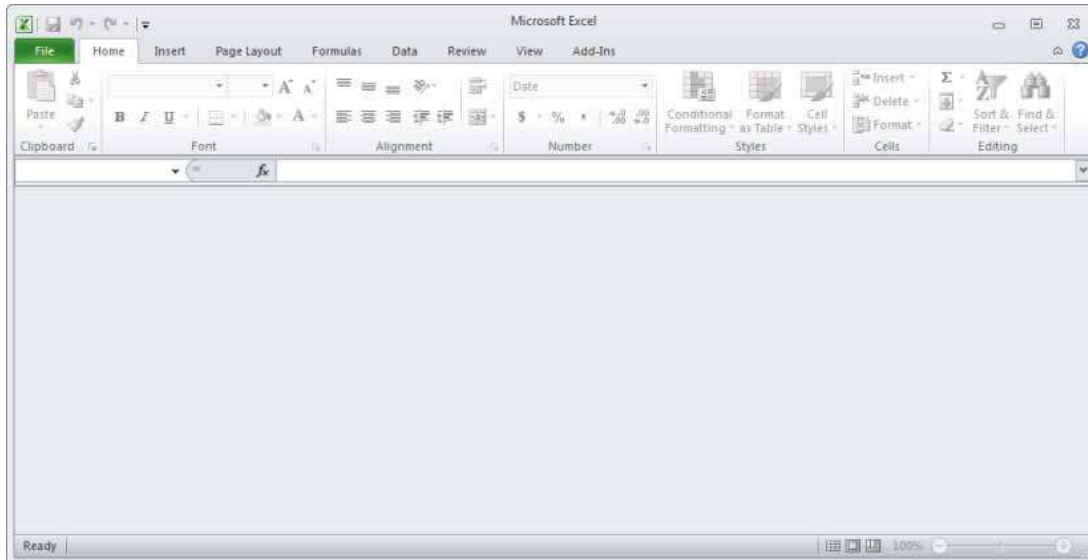
- Click on the **Save** button to save the file to disk.

## Closing a workbook and exiting the Excel program

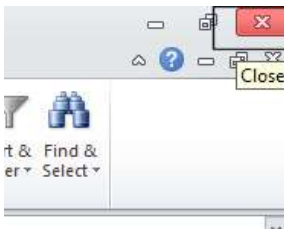
- To close the workbook, click on the **File Tab** (top-left of your screen), from the drop down options displayed, click on the **Close** command.



- The screen will now look like the illustration below. The Excel program is open but no workbook is displayed within the program.



- To close the Excel program, click on the **Close** icon. This icon is the small cross displayed at the top right of the Excel screen.



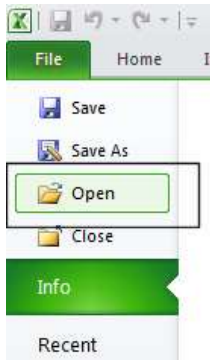
## Creating a new workbook

- Start the Excel program. Each time you start the Excel program, by default, it displays a new blank workbook containing three blank worksheets. Type in your **First Name** in to cell **A1** and press the **Enter** key.
- To create a new workbook, press **Ctrl+N**. This is the keyboard shortcut for creating a new file. A new workbook will be created containing three worksheets. Type in your **Second Name** in to cell **A1**.
- Close both workbooks without saving your changes.

## Opening a workbook

- Press **Ctrl+O** which is the keyboard shortcut to open an existing file.

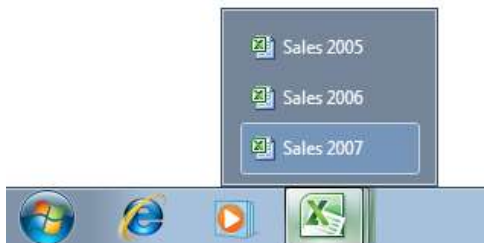
Or click on the **File Tab** (top-left) and then click on the **Open** command.



- This will display the **Open** dialog box. Navigate to the folder called **Excel 2010 Basics**, (under the **Documents** folder), containing your sample files.
- Select a file called **Sales 2005**, and then click on the **Open** button to open the workbook.
- Open the workbook called **Sales 2006** and also a workbook called **Sales 2007**. You now have three open workbooks.

## Switching between workbooks

- To switch to a particular Excel workbook, click on the Excel workbook icon displayed within the Windows **Taskbar** (across the bottom of the screen). From the popup list displayed select the required workbook.



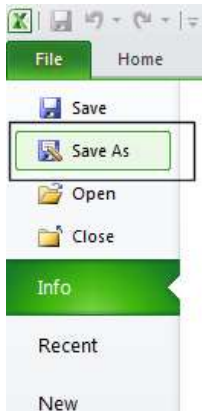
**TIP:** You can use the **Alt+Tab** keyboard shortcut to switch between open programs.



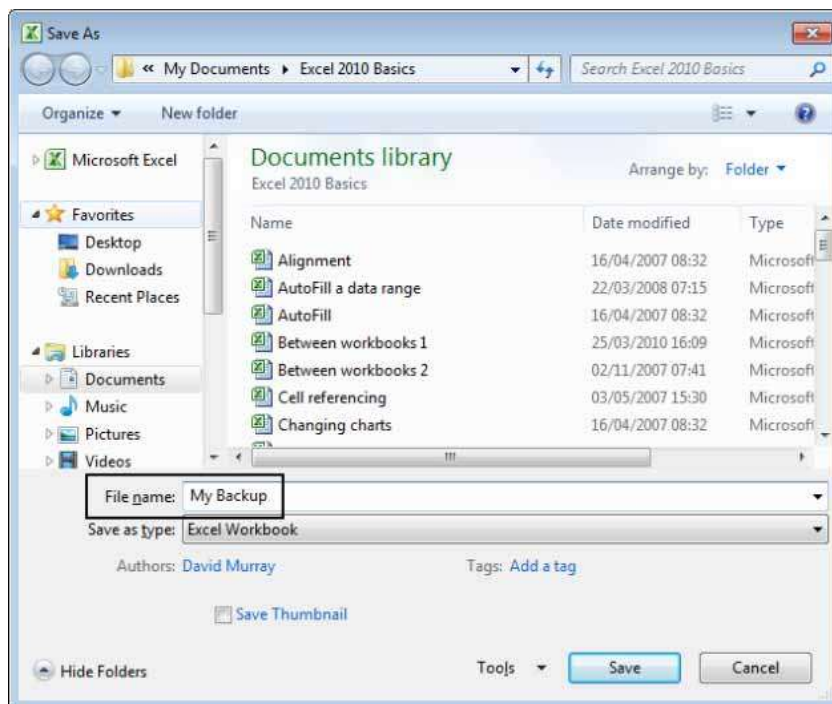
- Close all open workbooks.

## Saving a workbook using another name

- Open the workbook called **Sales 2005**. Click on the **File Tab** and then select the **Save As** command.



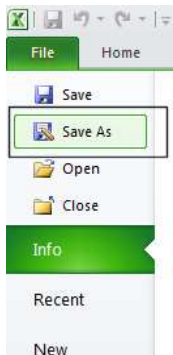
- The **Save As** dialog box will be displayed.



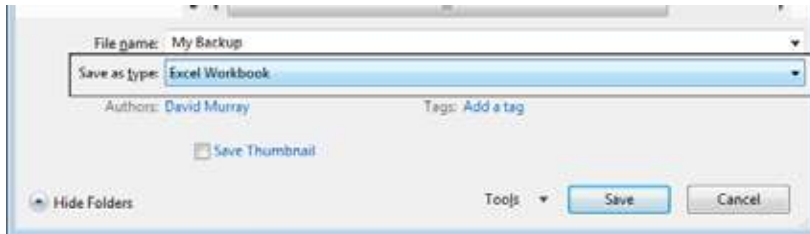
- In the **File name** section enter a new file name, in this case called **My Backup**. Click on the **Save** button. You now have two copies of the same file, both containing the same information. This can be useful for making backups of your data or for retaining copies of a workbook with different versions of the data in each file.

## Saving a workbook using a different file type

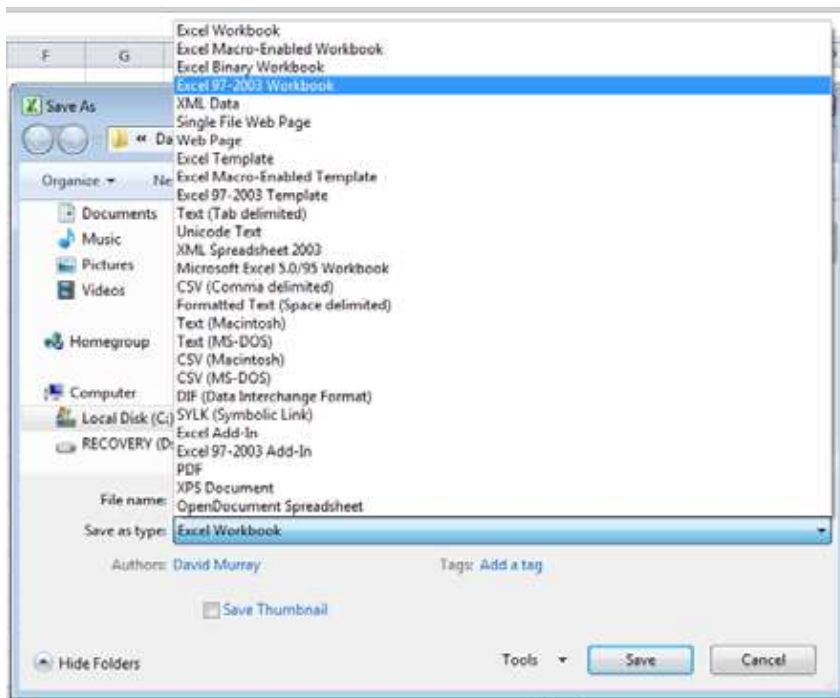
- Click on the **File Tab** and then select the **Save As** command.



- The **Save As** dialog is displayed. Click on the **down arrow** within the **Save as type** section of the dialog box.



- You can select the required file type from the drop down displayed.



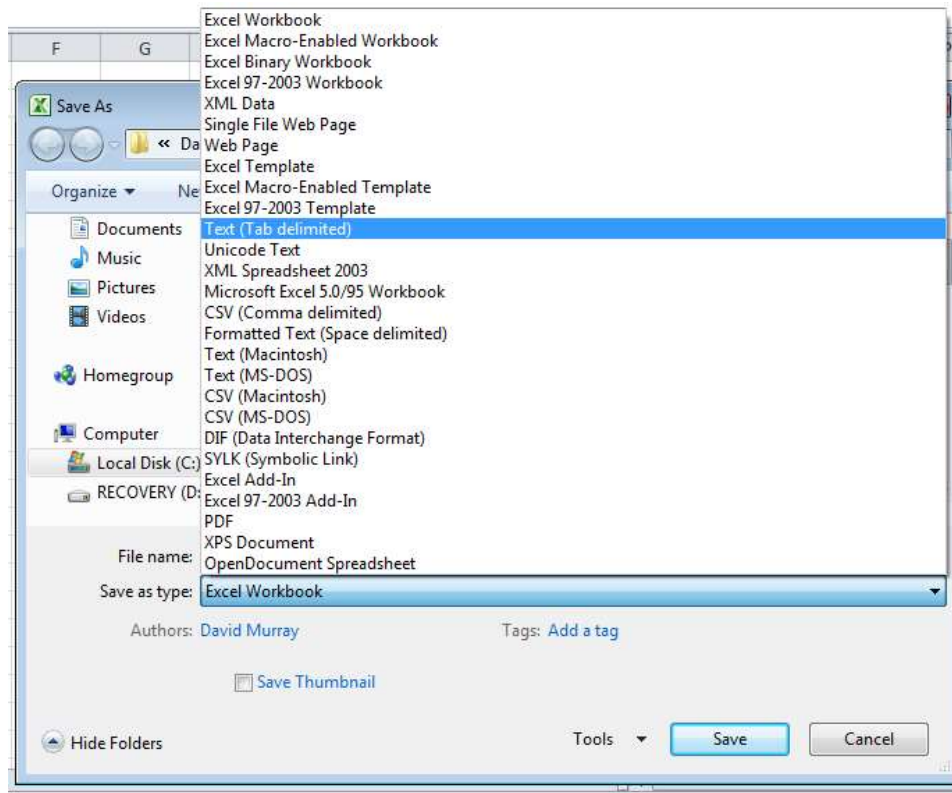
**TIP:** If you want to email a copy of an Excel 2010 workbook to someone that has an earlier version of Excel, such as Excel 2003, then you may need to save the file in the **Excel 97-2003 Workbook** file format.

Alternatively, people with earlier versions of Excel can download additional free software from Microsoft allowing them to open and view (but not necessary edit), files created using Excel 2010.

- Other commonly used file type options include:

### Text file:

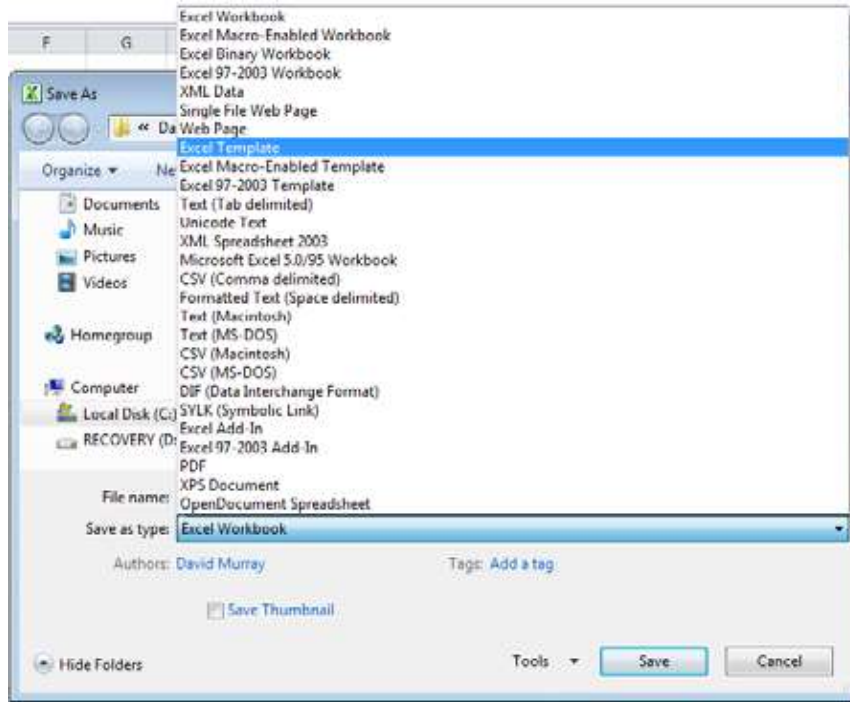
Saving your worksheet as a plain text file will remove all the formatting you have added to your worksheet (such as bold, italics & underlining). It will also remove any pictures or other features such as tables. Only plain text will be saved. Be very careful about using this option.



### Template:

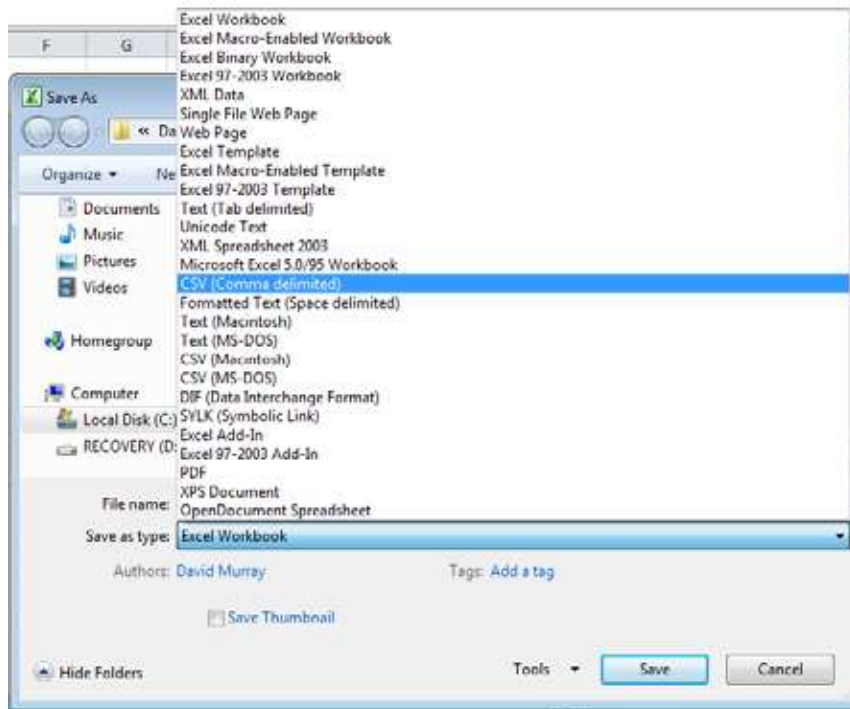
You normally save a workbook as a workbook file. You can however save a workbook as a template. This means that you can create new workbooks in the future; based on the templates you create.





### CSV file:

This saves table data in a form that can be used by other programs. It is short for Comma Separated Value.

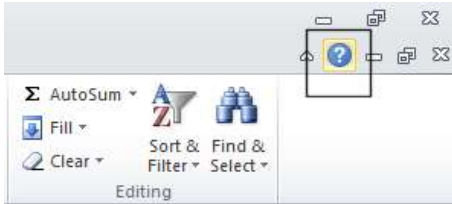


- Close any open dialog boxes and close all open worksheets.



## Getting help within Excel 2010

- Click on the **Microsoft Excel Help** icon (towards the top-right of the screen).

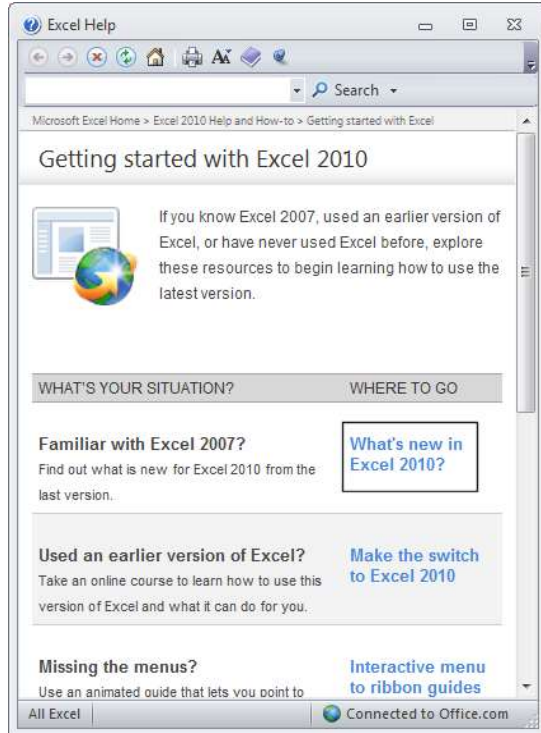


**TIP:** Or press the **F1** help key.

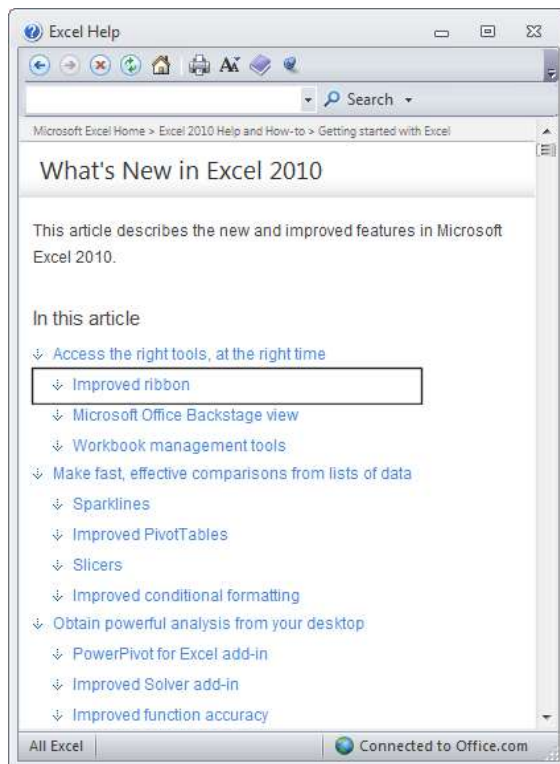
- The **Excel Help** window is displayed.



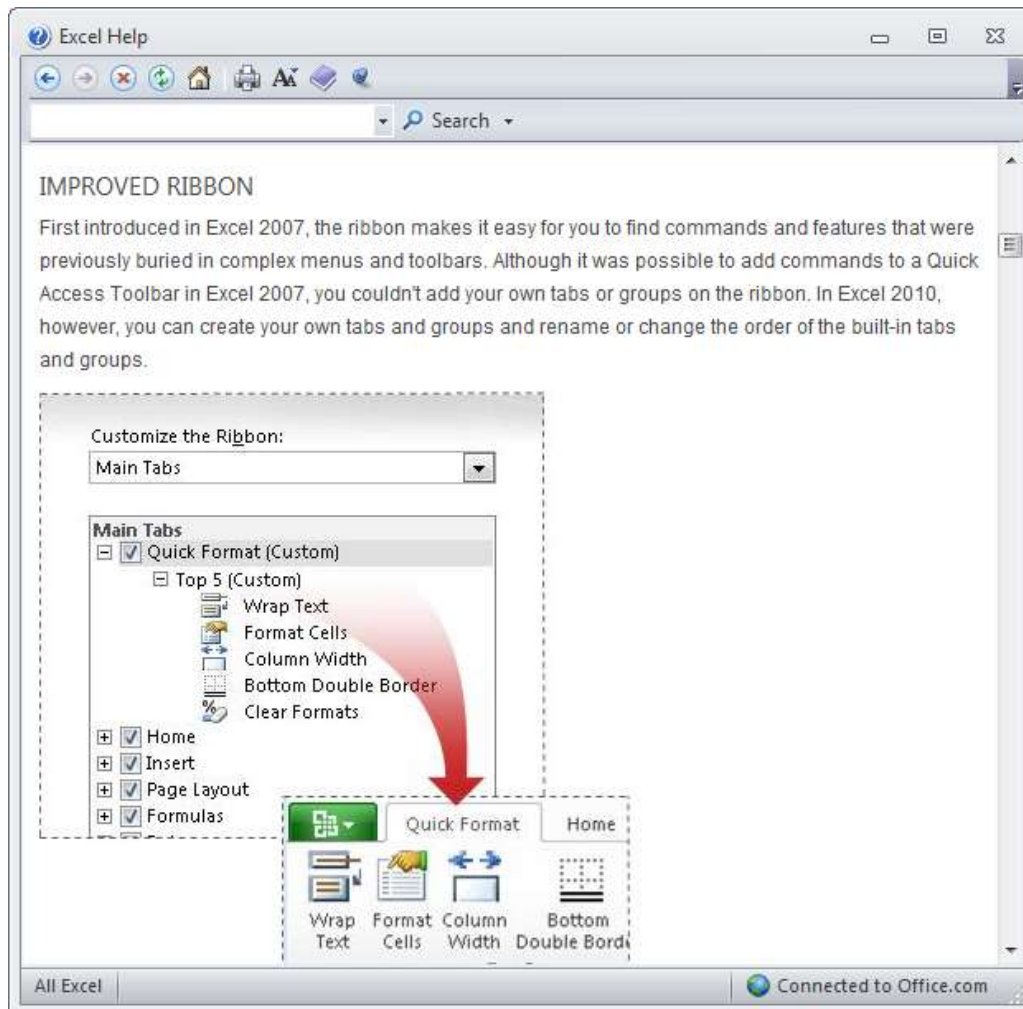
- As you can see a wide range of help topics are displayed.
- Click on the **Getting Started with Excel 2010** link. This will display the following information.



- Click on the **What's new in Excel 2010?** link. You will see the following.



- Click on the **Improved Ribbon** link. You will see the following.

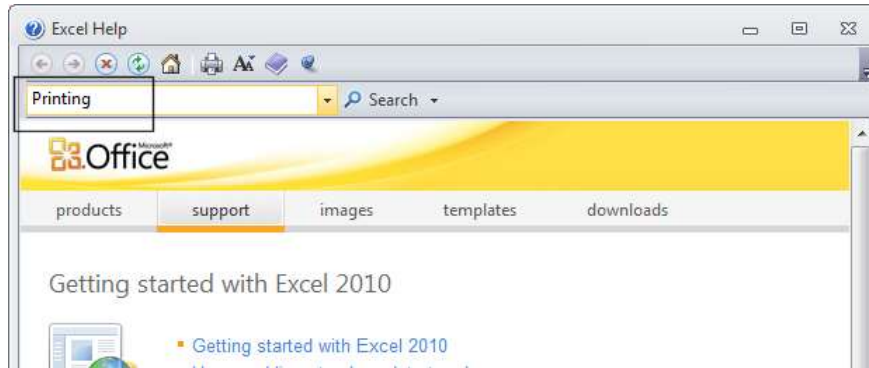


**TIP:** Click on the **Maximize** button within the top-right part of the dialog box. This will make the dialog box fill the screen and the information within it will be easier to read.

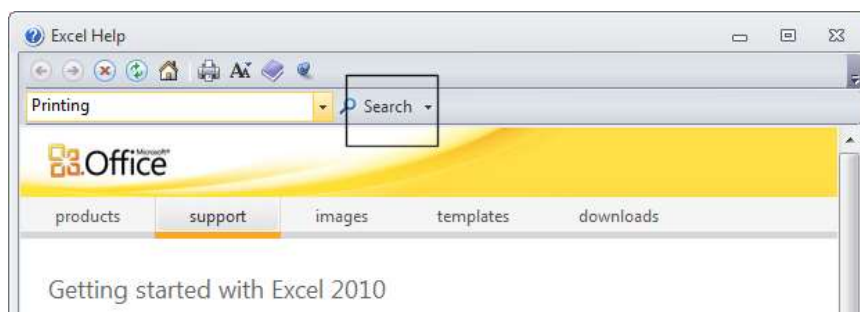
- Spend a little time browsing what's new within this version of Excel.
- When you have finished experimenting, close the **Excel Help** window.

## Searching for Help

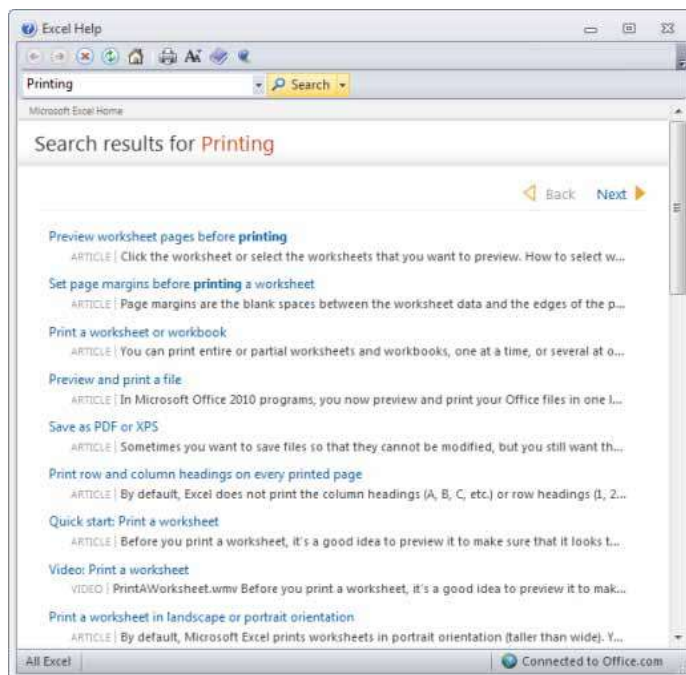
- You can search for help on a topic of particular interest. Press **F1** to display the **Excel Help** window. Within the text box near the top of the Excel Help window, type in a word or words relating to the help you need. For instance, to display help about printing, type in the word '**printing**'.



- Click on the **Search** button next to the text input box.



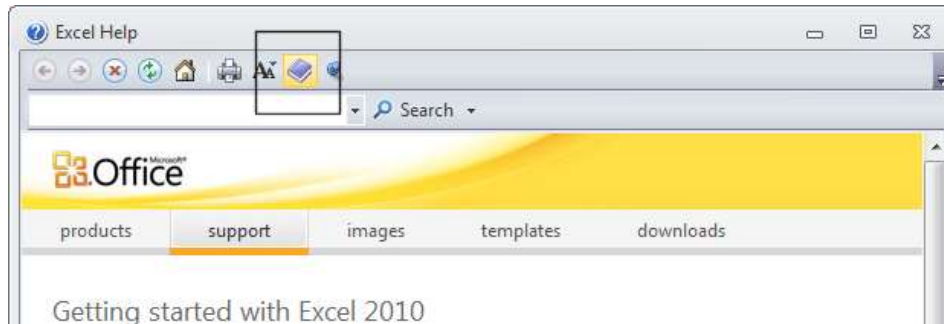
- You will see a range of topics related to printing. Clicking on any of these topics will display more information about printing.



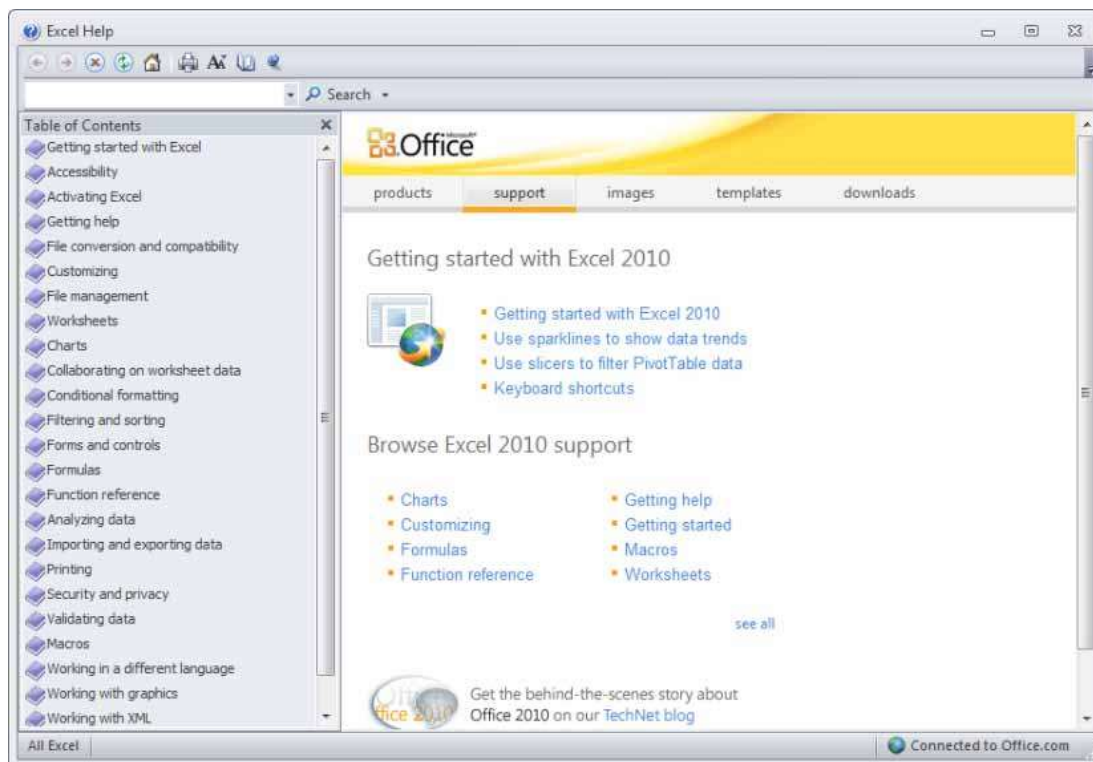
- Close the **Excel Help** window when you have finished experimenting.

## The Help 'Table of Contents'

- Press **F1** to display the Excel Help window. Click on the **Table of Contents** icon (the book icon displayed within the Excel Help window toolbar).



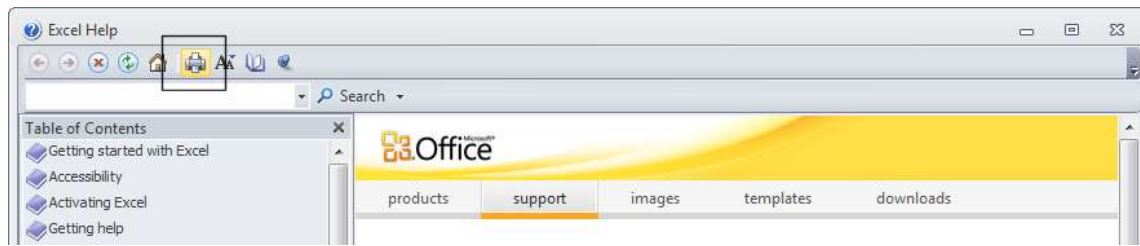
- You will now see a Table of Contents displayed down the left side of the Excel Help window.



- Take a little time learning to navigate through this table of contents.

## Printing a Help topic

- Display an item of interest within the Excel Help window. Click on the **Print** icon displayed within the Excel Help toolbar.



- Close all open dialog boxes before continuing.

## Alt key help

- Press **CTRL+N** to open a new blank workbook
- Click on the **Home** tab.
- Press the **Alt** key and you will see numbers and letters displayed over icons, tabs or commands, towards the top of your screen.



- If you type in a number or letter you will activate a command. For instance in the example shown, the number **1** is displayed over the **Save** icon. Type in **1** and you will see the **Save As** dialog box displayed. Close this dialog box.
- Press the **Alt** key again and you will see an **N** displayed over the **Insert** tab. Press **N** and you will see the contents of the **Insert** tab displayed.
- This is a very easy way of learning keyboard shortcuts. You now know that **Alt+1** will display the **Save As** dialog box and that **Alt+N** will display the **Insert** Tab.
- Click on the **Home** tab before continuing.