

Getting Started

Platform

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 App**ers **Dashboard** 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

1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578, 2579, 2580, 2581, 2582, 2583, 2584, 2585, 2586, 2587, 2588, 2589, 2590, 2591, 2592, 2593, 2594, 2595, 2596, 2597, 2598, 2599, 2600, 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608, 2609, 2610, 2611, 2612, 2613, 2614, 2615, 2616, 2617, 2618, 2619, 2620, 2621, 2622, 2623, 2624, 2625, 2626, 2627, 2628, 2629, 2630, 2631, 2632, 2633, 2634, 2635, 2636, 2637, 2638, 2639, 2640, 2641, 2642, 2643, 2644, 2645, 2646, 2647, 2648, 2649, 2650, 2651, 2652, 2653, 2654, 2655, 2656, 2657, 2658, 2659, 2660, 2661, 2662, 2663, 2664, 2665, 2666, 2667, 2668, 2669, 2670, 2671, 2672, 2673, 2674, 2675, 2676, 2677, 2678, 2679, 26

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  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. 5, 547, 99999.
6. All cells on the worksheet: press Ctrl + A  +  on the keyboard.
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 Name 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

Abstract

1. To create a new blank workbook, click the File tab  and then New  from the list. Select Blank Workbook.
 2. To open an existing workbook, click on the File tab  and then Open  from the list. Select the folder; then select 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 .
- Workbooks**

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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

Beate Mulvana Grandahl



Excel 2010 Guide:

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 Quick Source Guide Quick Source, 2010-06-01 **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

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 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 **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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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 **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 **Simply Excel 2010** Paul McFedries,2011-08-02 If you are serious about getting up to speed with Excel 2010 this clear concise guide is the ideal companion for fast and efficient learning The author illustrates the main functions of Excel 2010 explaining everything you need to know in plain jargon free English with full colour screen shots and numbered step by step instructions The simple yet elegant design features a multitude of images as well as tips tricks to make this a perfect reference for all ages just follow the instructions on your own PC Whether you are a beginner or an experienced user in need of a quick grip on the updates in Excel 2010 read on for Excel 2010 basics workbook fundamentals formatting worksheets and enhancing them with graphics analysing data and communicating results with charts and PivotTables Packed with advice and illustrations this visual tutorial is excellent value for money Learn something new today read it try it and become your own expert with Simply Excel 2010 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

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MOS 2010 Study Guide for Microsoft Word, Excel, PowerPoint, and Outlook Joan Lambert, Joyce Cox, 2011 This all in one guide is designed to help readers practice and prepare for the four core Microsoft Office Specialist MOS exams Use the book's easy to follow procedures and illustrations to review the essential skills measured by the MOS exams

Unveiling the Energy of Verbal Art: An Emotional Sojourn through **Excel 2010 Guide**

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