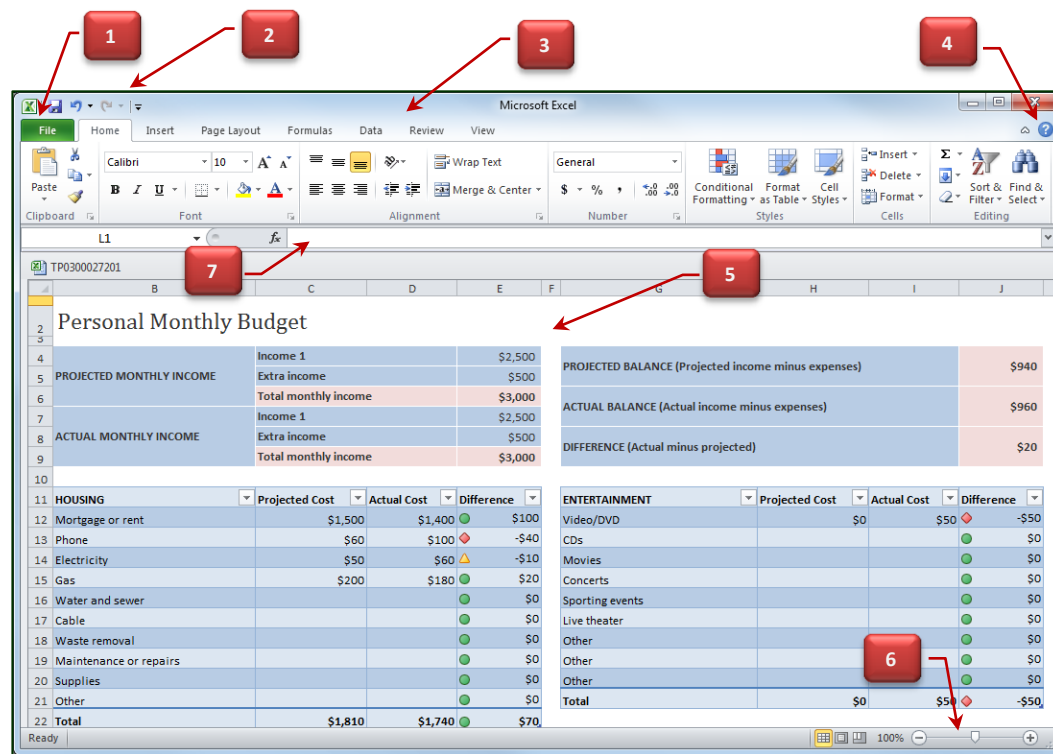


## The Excel 2010 Interface



1. **File Button:** From here you can edit the document properties, permissions, sharing and more. This work area is now called the Backstage View.
2. **The Quick Access Toolbar:** Customizable shortcuts for your frequently used tools.
3. **The Ribbon:** Navigate through Excel's commands from here. Individual tabs replace drop-down menus from legacy versions of Excel. This horizontal menu is dynamic with contextual tabs that add configuration options as you edit the workbook.
4. **Help:** In addition to searching for topics locally, you can also browse Excel 2010's online support here.
5. **Worksheet:** The main work area of Excel. Here mathematical analysis through formula calculations makes the entire worksheet an easily manipulated calculator that can display cell results graphically.
6. **Zoom Slider:** Adjust the zoom magnification of your worksheet.
7. **Formula Bar:** The place where you will perform cell editing, as well as view/edit formulas and functions.

## A Quick Look at Common Commands

### Basic Editing

**To Edit a Cell's Contents:** Click the cell you wish to edit, select the Formula Bar (number 7 above). Enter your data, and press <Enter> when finished.

**To Copy Using Auto Fill:** Locate the fill handle at the bottom-right corner of a cell. Drag this handle to the destination cell.

**To Insert a Column or Row:** Right-click the selected row or column heading to the right of the column or below the row you want to insert and select Insert from the contextual menu.

**Copy an Entire Worksheet:** Right-click the worksheet you want to copy from the bottom worksheet tabs and select Move or Copy.

### Simple Formatting

**Formatting Text:** On the Home tab use the commands in the Font group. More choices are available by clicking on the small arrow located in the lower right of the Font group.

**Formatting Values:** On the Home ribbon tab, use the commands in the Number group. More choices are available by clicking on the small arrow (the dialog box launcher) located in the lower right corner of the Number group.

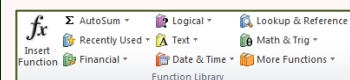
**Using Format Painter:** Locate and select the cells in your worksheet that already have formatting. On the Home tab, in the Clipboard group, choose Format painter. The cursor now appears as a paint brush. With this brush, select the cells to copy the format to.

### Formulas and Functions

**To Total a Cell Range:** Click the cell where you want to insert the total and click the Sum button in the Editing group on the Home tab. Verify the selected cell range and click the Sum button again.

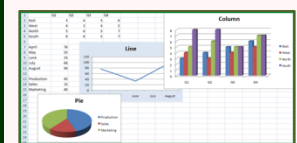
**To Enter a Formula:** Select the cell where you want to insert the formula, press <=>, and enter the formula using values, cell references, operators, and functions. Press <Enter> when you're finished.

**To Reference a Cell in a Formula:** Type the cell reference (for example, B5) in the formula or click the cell you want to reference.



### Charts

**To Create a Chart:** Select the cell range that contains the data you want to chart and click the Insert tab on the Ribbon. Click a chart type button in the Charts group and select the chart from the list.



#### Chart types include:

|          |               |
|----------|---------------|
| Column   | Line          |
| Pie      | Bar           |
| Area     | X Y (Scatter) |
| Stock    | Surface       |
| Doughnut | Bubble        |
| Radar    |               |

## Use Shortcut Keys for Familiar Commands

|               |                  |          |   |                  |  |
|---------------|------------------|----------|---|------------------|--|
| Ctrl + A      | Select All Items | Ctrl + N | Creates a new, blank workbook.                    | Ctrl + `         | Alternates between displaying cell values and displaying formulas in the worksheet.    |
| Ctrl + X      | Cut text         | Ctrl + ) | Unhide any hidden rows within the selection.      | Ctrl + '         | Copies a formula from the cell above the active cell into the cell or the Formula Bar. |
| Ctrl + C      | Copy text        | Ctrl + ) | Unhide hidden columns within the selection.       | Ctrl + "         | Copies the value from the cell above the active cell into the cell or the Formula Bar. |
| Ctrl + V      | Paste text       | Ctrl + & | Applies the outline border to the selected cells. | Alt + Shift + F1 | Inserts new worksheet.   |
| Ctrl + P      | Print            | Ctrl + _ | Removes the outline border from selected cells.   | F12              | Displays the Save As dialog box.   |
| Ctrl + Z      | Undo last action | Ctrl + ; | Enters the current date.                          |                  |  |
| Ctrl + Y      | Redo             | Ctrl + + | Enters the current time.                          |                  |  |
| Ctrl + F or H | Find/Replace     | Ctrl + ~ | Applies the General number format                 |                  |  |

## Formulas and Math Functions Simplified

**Name of a Cell** – For Example: B13 (Column B, Row 13), or G29 (Column G, Row 29)

**Multiple Individual Cells** – For Example: D10,E11 (Cell D10 and E11), or A21, K19,F3 (Cells A21, K19, and F3)

**Cell Ranges** – For Example: D21:D45 (Cells in column D and rows 21-45), or E24:J44 (cells in columns E through J, and cells 24-44)

**Formula Writing** - Formulas start with "=", include a function like SUM, and a range of cells. For Example: =SUM(B22:B57) will display the sum of all numbers in rows 22-57 in column B.

**Average** - Finds the average value of the selected range. For Example: =Average(C3:G24)

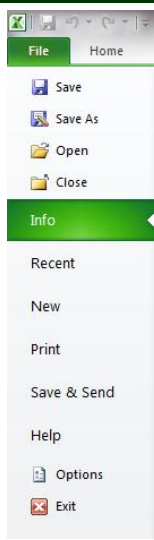
**Max** - Locates the largest value in the selected range. For Example: =Max(C3:J99) would find the largest number in that range and display it.

**Min** - Finds the smallest value in the selected range. For Example: =Min(B2:B88) would find the lowest number in that range and display it.

**Product** - Multiplies numbers in the selected range and returns the answer. For Example: =Product(D2,C6) would multiply the values in cells D2 and C6 and display the product.

**Sum** - Adds values in the selected range and returns the answer: For Example: =Sum(B4,B5) would add the values of B4 and B5 and return the sum.

## The File Tab



New to Excel 2010, the File Tab replaces the Office Button found in Excel 2007. The File Tab houses several commands that are frequently used, including:

**Save:** Easy way to save your document in the default Excel format

**Save As:** Choose from several formats such as Excel 97-2003, CSV, Text, Web Page, DIF, SYLK, PDF, XPS, and more.

**Open:** Select this option to open previously created Excel presentations or data you wish to view and edit in Excel.

**Close:** When this is selected the current workbook will close while still leaving the application open.

**Info:** This provides detailed information about the documents properties such as permissions, sharing, versions and document metadata.

**Recent:** From here you can see all the recent Excel workbooks you have opened along with the document path to its location.

**New:** Clicking on the New button allows you to choose from a new blank workbook or pick from available templates.

**Print:** The print button takes you to the printer properties that you configure along with a preview of the document.

**Save & Send:** Choose how you wish to save and distribute your workbook – email, web, PDF/XPS, Fax, and more

**Help:** A variety of support options await you including options to contact Microsoft directly & latest updates for Microsoft Office

**Options:** General, Proofing, Save, Language, Advanced, Customize Ribbon, Quick Access Toolbar, Add-ins & Trust Center.

**Exit** – Close the application from here.

## Showing Trends with Sparklines

|    | B            | C            | D            | E            | F |
|----|--------------|--------------|--------------|--------------|---|
| 7  | Sum of Qtr 1 | Sum of Qtr 2 | Sum of Qtr 3 | Sum of Qtr 4 |   |
| 8  | \$ 2,667.60  | \$ 4,013.10  | \$ 4,836.00  | \$ 6,087.90  |   |
| 9  | \$ 544.00    | \$ 600.00    | \$ 140.00    | \$ 440.00    |   |
| 10 | \$ 1,768.41  | \$ 1,978.00  | \$ 4,412.32  | \$ 1,656.00  |   |
| 11 | \$ 3,182.40  | \$ 4,683.50  | \$ 9,579.50  | \$ 3,060.00  |   |
| 12 | \$ 225.28    | \$ 2,970.00  | \$ 1,337.60  | \$ 682.00    |   |
| 13 | \$ -         | \$ -         | \$ 288.22    | \$ 85.40     |   |

**Sparklines** chart your data visually in a single cell! Highly configurable and available in Line, Column, or Win/Loss style these mini charts are a great way to show trends in data without manually pouring over every number. Use Autofill to add Sparklines to your entire worksheet. Locate Sparklines from the Insert Tab in the Sparklines group.

## The New PivotTable Slicer

| 2  | Sum of Quantity | Column Labels | North | South | West  | Grand Total |
|----|-----------------|---------------|-------|-------|-------|-------------|
| 3  | Row Labels      | East          |       |       |       |             |
| 4  | January         | 645           | 375   | 1016  | 927   | 2963        |
| 5  | February        | 2969          | 2303  | 3525  | 2027  | 10824       |
| 6  | March           | 3306          | 1461  | 2376  | 3938  | 11081       |
| 7  | April           | 1996          | 656   | 1380  | 2355  | 6387        |
| 8  | May             | 731           | 125   | 1430  | 2286  |             |
| 9  | June            | 773           | 394   | 2212  | 2099  | 5478        |
| 10 | July            | 1020          | 469   | 1446  | 699   | 3634        |
| 11 | August          | 627           | 23    | 810   | 355   | 1815        |
| 12 | September       | 624           | 17    | 696   | 207   | 1544        |
| 13 | October         | 1061          |       | 799   | 266   | 2126        |
| 14 | November        | 482           |       | 507   | 363   | 1352        |
| 15 | December        | 2149          | 429   | 3700  | 1984  | 8262        |
| 16 | Grand Total     | 16383         | 6252  | 19897 | 15220 | 57752       |

The new **Slicer** is a great way to take the power of PivotTable's and narrow down what you see based upon a slice of that data,



Learn what you need... **When you need it.**

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|  |   |
|--|---|
|  | either from the PivotTable itself or even the original data source. |
|--|---|