

Introduction to Excel 2010



What is Excel?

It is a Microsoft Office computer software program to organize and analyze numbers, data and labels in spreadsheet form. Excel makes it easy to translate data tables into charts and graphs.

How to Open Excel

1) **Click button** in bottom left corner of computer screen

In Windows XP, click Start



In Windows 7 or 8 ,click Windows button on left

2) **Click All Programs** to open

3) Scroll to find Microsoft Office in program list

4) Click **Microsoft Office Excel 2010** to open



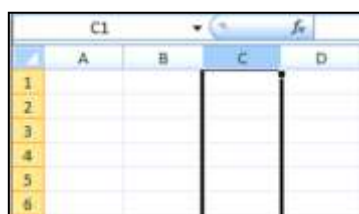
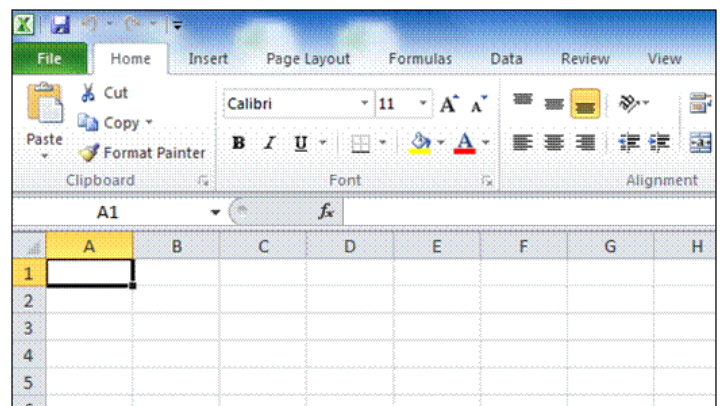
TIP: Right click Excel on list and select **PIN to Start Menu**.

Excel will be put on the Start Menu. Just Click to open.

When you open Excel, a new worksheet opens

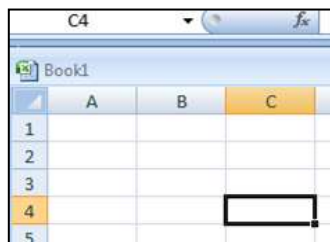
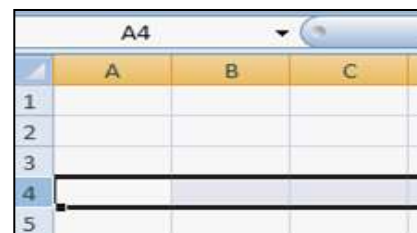
An Excel page is a grid with COLUMNS, ROWS and CELLS.

It looks like an accounting spreadsheet



COLUMN is one vertical space from top to bottom in the spreadsheet. COLUMN C is highlighted.

A **ROW** is one horizontal space running left to right across the sheet. ROW 4 highlighted



A **CELL** is the black box. A CELL NAME is the column letter and the row number. When you click in a cell, you can see the cell name in the cell name box C4 cell highlighted.

How to Move Around the Excel sheet

Using the two scroll bars: They are on the **right side** and on the **bottom** of the screen. The scroll bar helps you to **move up** or **down, right** or **left**, fast.

Moving to a cell: Point with mouse and Left Click into the cell

Using the Keyboard

Click Up Arrow key to move UP one cell
Click Down Arrow key to move DOWN one cell



Moving across a Row

Click Tab key to move one cell at a time across a row
Click arrow keys to move LEFT or RIGHT one cell at a time

Mouse Practice: How to Highlight cells in Excel

1. Put the cursor to the left of words or numbers you select.
2. Put your first finger on the left mouse button.
3. Hold down the left mouse button.
4. Move the mouse across the words or numbers.
5. Lift up your finger.
6. You see the 1st cell is white

	A	B	C
1			
2	Expenses	2009	2010
3			

How do I deselect words or numbers?

After you make changes to a word, click on the white part of the screen. When you deselect words, cells are no longer blue

	A	B	C
1			
2	Expenses	2009	2010
3			

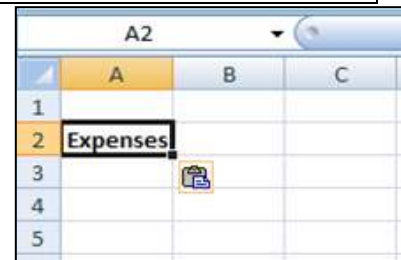
How to Add Data to a Spreadsheet

Three Types of Data can be typed in an Excel cell

DATA TYPE	EXAMPLES
Words	Names, labels, months, addresses, titles
Numbers	Any number 1,000 .3524 -4.8
Formulas	=B+C2 =c3/c8 = SUM(A1:A10)

How do I put data in a cell?

1. Click a cell.
2. Type a word or a number.
3. Press Enter key
4. The cursor moves to the cell below.
5. Type another word or number
6. Press the arrow keys on the keyboard to move to the cell beside



Editing and Deleting Data

How do I change data I typed in a cell?

1. Click the cell with the data you want to change.
2. Type different data in the same cell.
3. Press Enter key

How do I delete data?

- 1) In a cell, use **Backspace** key to delete a character at a time & retype **OR**
- 2) Place cursor in the cell or highlight some cells and press **Delete** key **OR**
- 3) Highlight cell(s) to delete and click "**Delete**"

How do I change data in a cell?

- 1) Click in formula area of the Formula bar.
- 2) Backspace to delete and retype the data

	A	B	C	D
1				
2	Expenses	JULY	AUG	
3	Food	350	400	
4	Clothes	0	250	
5	Medicine			
6				

Click here in formula bar

Practice 2 Create an Excel worksheet

Start in Cell A2. Enter the data in each cell as shown in table below

	A	B	C	D	E
1					
2	Expenses	JULY	AUG	SEPT	Q3
3	Food	350	400	450	
4	Clothes	0	250	100	
5	Medicine	50	50	50	
6	Phone	100	125	125	
7	Entertainment	30	60	50	
8	TOTAL				
9					

Practice 3 Save a new Excel file

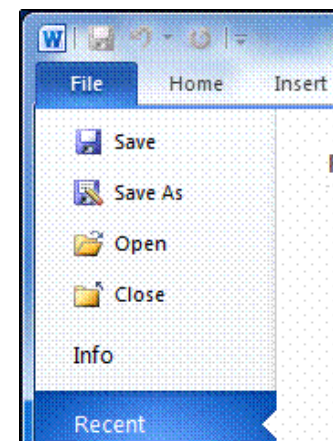
How to save a file for the first time

- 1) Click File in top left corner
- 2) Point to "Save as" option
- 3) Click "Excel Workbook" for excel 2010 format.

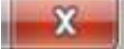
File will be FILENAME.xlsx

OR Save as "Excel 97-2003". This option formats your file to be opened by other computers that have Excel software versions from 1997 through 2010.

File will be FILENAME.xls



Information courtesy of BCCLS Technology Committee

- 4) DOCUMENTS open to save file in DOCUMENTS
- 5) Click in FILE NAME box to name your file.
- 6) Select all the words in the File name box and press DELETE
- 7) Type file name – A few words to describe the file such as 2010 expenses
- 9) Click SAVE button
- 10) Check the name of your file top center, above worksheet
- 11) Exit Excel by clicking  in top right corner.

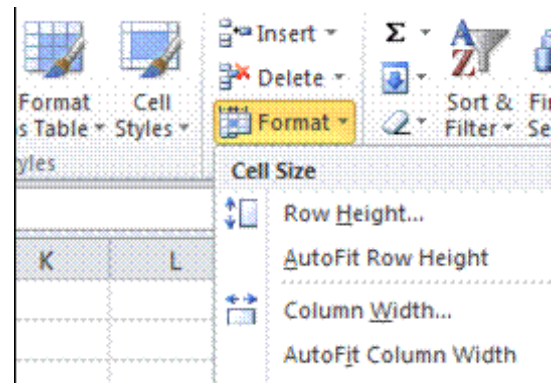
How to Open an existing Excel file

- 1) Click File on top left to open the menu and Recent Workbooks appears
- 2) Click Open folder and DOCUMENTS Library opens
- 3) Click on Excel file from list and click OPEN button

Change the Size of a Column

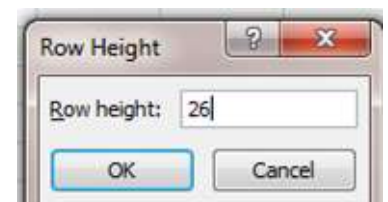
Click on the right line of the column to see
 Drag mouse across to make column wider.
Click below line for row change.

How to Change Size with Format: Click the
 Format menu. Autofit will change the width or a
 column to the size of the widest data

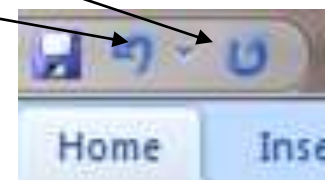


How to Set Row Height

- 1) Highlight the Row(s) to change row height
- 2) Click **FORMAT** button on top right
- 3) Select **Row Height** and popup box appears
- 4) Backspace to change row size to 26
- 5) Click Ok to save the change



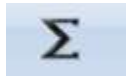
Bonus Practice-The Undo and Redo buttons In Excel, it is easy to
 fix a mistake Using the UNDO and RE-DO buttons
 Arrow buttons are in the top left corner. Arrows can be



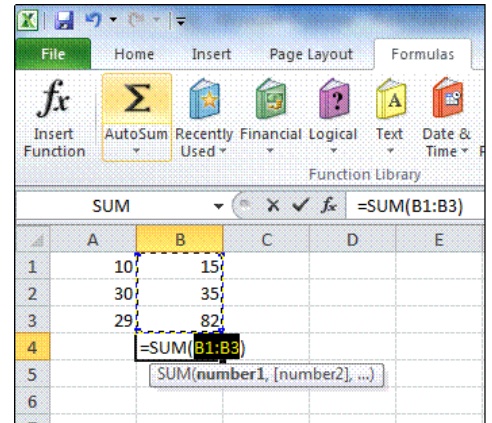
seen when changes are made UNTIL THE FILE IS SAVED. If you make a mistake, click UNDO for previous step.

Using AutoSum for Addition

AUTOSUM is a built-in Excel formula for addition. AUTOSUM adds rows and columns of numbers and calculates the total



1. Highlight cells you want to add plus the last cell for the total
2. Click AUTOSUM
3. Total appears in last cell
4. Look in formula bar fx to see formula

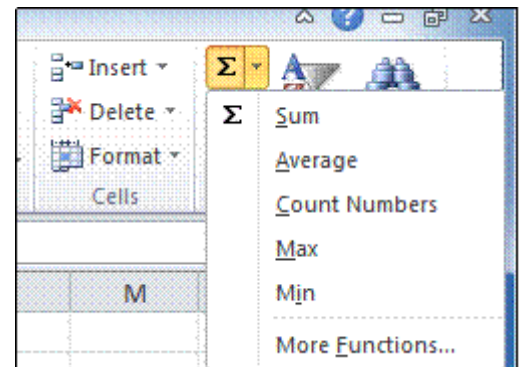


How to do math calculations in Excel

1) Use built-in math formulas like SUM

Click on Sum symbol to open SUM menu
AVERAGE calculates the average value of the numbers in the row or column you highlighted

MAX notes largest number and **MIN** smallest number in cells highlighted



2) Write your own formulas

Every formula in Excel must start with = (the equal sign)

Use CELL NAMES and symbols in writing a formula =B3+C3+D3

Type Formulas in the cell where you want the result to be

Example: Add Food expenses for July, August and September

Practice In cell E3, type this formula **=B3+C3+D3**

As you type, a colored box appears around each CELL NAME in formula, so you can check that the CELL NAMES are correct

The formula shows in cell E3 and also in the FORMULA BAR above



Click Enter key on keyboard

Click in Cell E3 where you typed the Formula. Both the formula and the SUM result are stored there

How to write basic formulas

Addition =B3+C3


Subtraction =E8-E3

Multiplication =E8*4 NOTE--Some formulas can include a number as a value, instead of a CELL NAME

Division =E6/E8

Copy formulas with AutoFill

Excel will fill cells automatically to copy a formula, fill in a date or number

 FILL HANDLE Find the small black square in the lower right corner of the highlighted area and click for +

Grab the+ Fill Handle and drag your mouse to fill the formula in empty cells.

Error messages in Excel

Excel marks a formula with a math error, or a cell with a formula that differs from formulas in the cells around it with a GREEN TRIANGLE in LEFT CORNER

\$530	\$885
\$175	\$325

Click on Cell with green triangle and exclamation point appears



Excel will show how to fix the formula OR

Go to the formula fx bar and edit and redo the formula OR

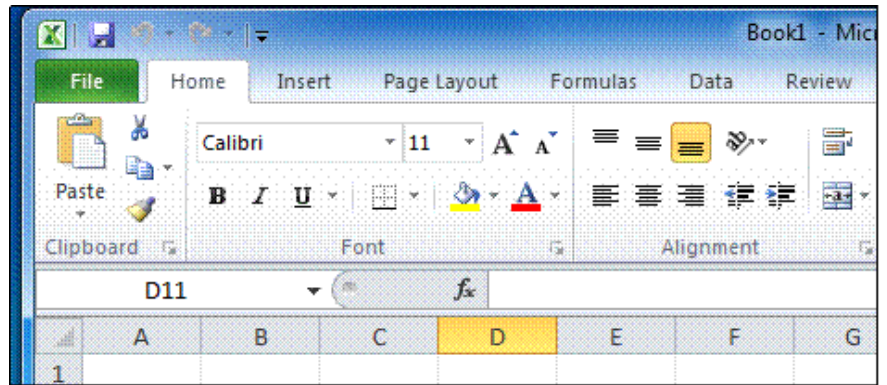
If formula is correct, ignore green triangle. It will not show when you print

Formatting in Excel

In Excel, you can change the font size, typestyle and color of your data .

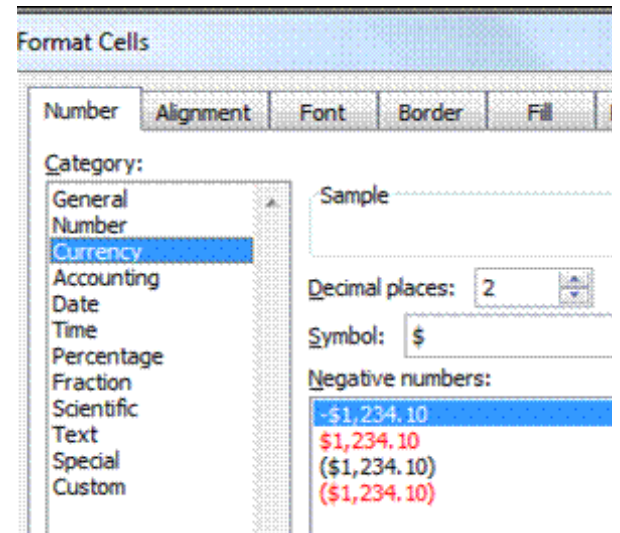
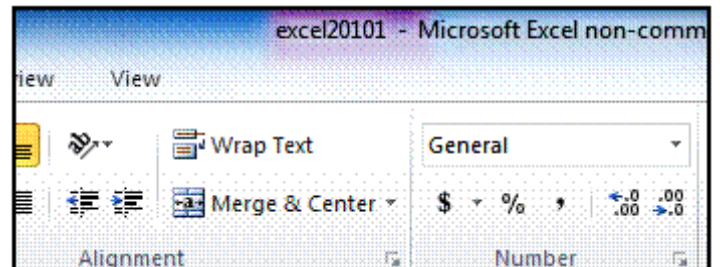
You can add Bold, Italics or different background colors

You can align data in the center, left or right



How to Change the Format: add \$ signs

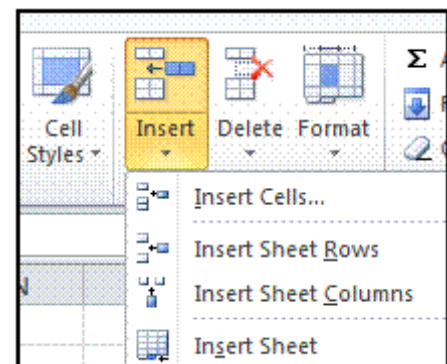
- 1) Highlight all the cells to format
- 2) Click Number tab to open
- 3) Select format cells
- 4) In Format window, click to select Currency
- 5) Click OK to save changes and close



How to Insert and delete

Insert a column

- 1) Highlight the column to the right of where the new, inserted column to appear
- 2) Click the Insert menu on top
- 3) Click Insert sheet columns
- 4) One blank column appears to the left



To insert a few columns, highlight the # of columns you want to add

Practice To insert 3 columns, highlight 3 columns and click insert

Insert a row

- 1) Highlight row below where new row will go
- 2) Click the Insert button on top
- 3) Click Insert sheet row
- 4) One blank row appears above

TIP: Excel formulas or formatting are still okay after insert and delete

Delete a column or row

- 1) Highlight area to delete
- 2) Click Delete button on top and select Delete option

How to Print

Check your Excel worksheet before you print it
Print Preview

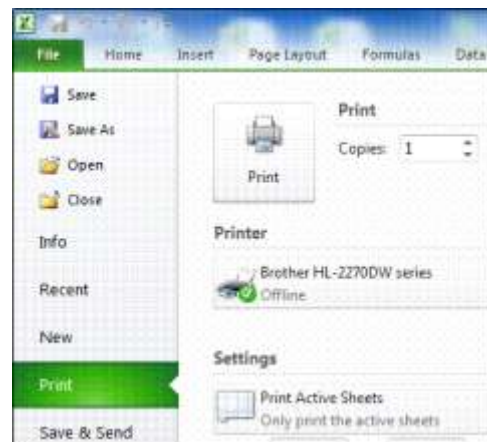
- 1) SAVE your work
- 2) Click File menu top left corner
- 3) Select Print from Menu
- 4) Select Print Preview
- 5) Check VIEW MARGINS, to adjust placement of Excel worksheet on page
- 6) Click PAGE SETUP to change page layout from vertical to horizontal

For More help and practice

Click on ? help button in top right corner of Excel screen

<http://www.gcflearnfree.org/excel2010> Videos plus online slides

<http://www.excelcentral.com/> Sound and Video plus online slides



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