

# Microsoft Excel 2010

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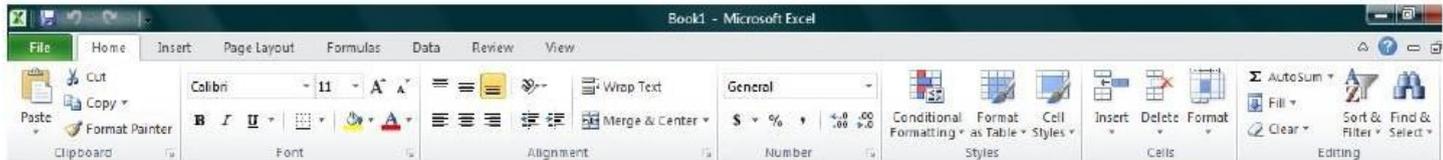
Excel is a spreadsheet program. A spreadsheet is a grid of rows and columns that helps organize, summarize, and calculate data. Spreadsheets are an everyday part of many professions, including accounting, statistical analysis, and project management. You can use Excel to create business forms, such as invoices and purchase orders, among many other useful documents.

This class teaches *Microsoft Excel basics*. To begin, let's open Microsoft Excel. You can do this by clicking on *Start, All Programs, Microsoft Office and Microsoft Excel*. Let's look at the toolbars.

This is the *Title Bar*. It gives the name of the program and the title of the workbook you are using. Since we have just opened up a new workbook and have not saved it with a name, the default title is *Book1*.

## Home Tab

This is the most used tab; it incorporates all text and cell formatting features such as font and paragraph changes. The Home Tab also includes basic spreadsheet formatting elements such as text wrap, merging cells and cell style.



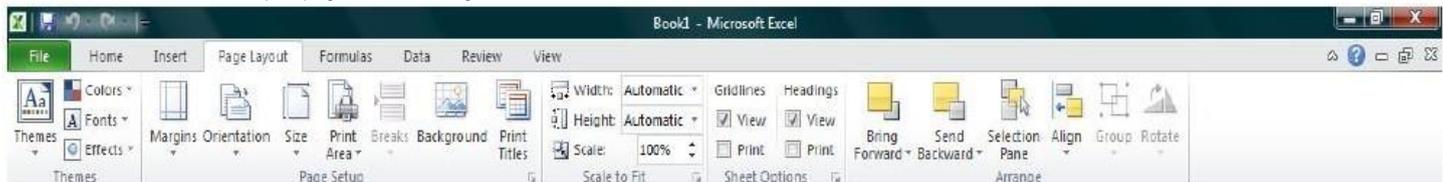
## Insert Tab

This tab allows you to insert a variety of items into a document from pictures, clip art, and headers and footers.



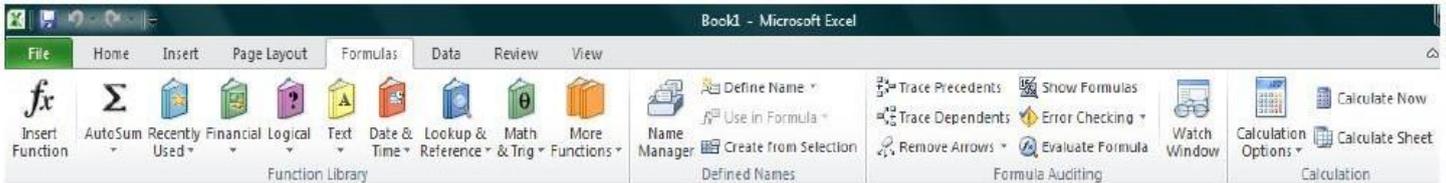
## Page Layout Tab

This tab has commands to adjust page such as margins, orientation and themes.



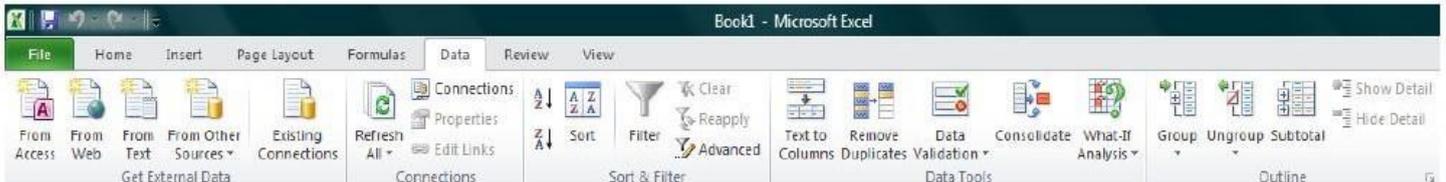
## Formulas Tab

This tab has commands to use when creating Formulas. This tab holds an immense function library which can assist when creating any Formula or function in your spreadsheet.



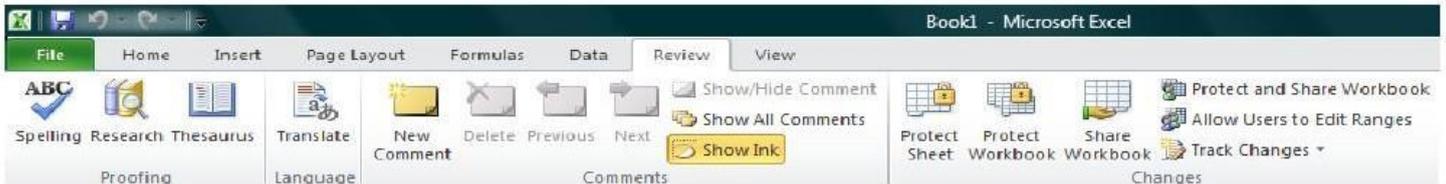
## Data Tab

This tab allows you to modifying worksheets with large amounts of data by sorting and filtering as well as analyzing and grouping data.



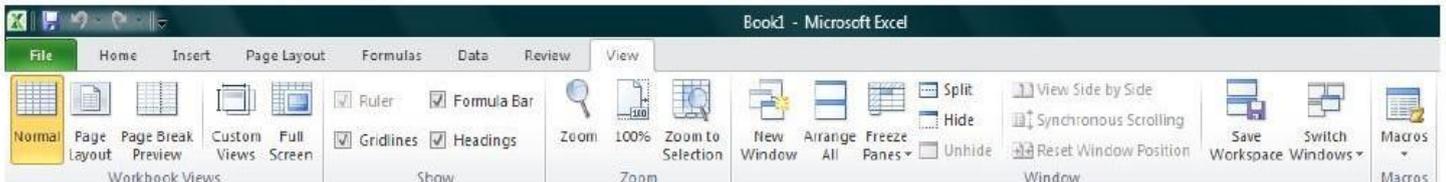
## Review Tab

This tab allows you to correct spelling and grammar issues as well as set up security protections. It also provides the track changes and notes feature providing the ability to make notes and changes someone's document.



## View Tab

This tab allows you to change the view of your document including freezing or splitting panes, viewing gridlines and hide cells.



On the left side of the Title bar is the Quick Access Toolbar.

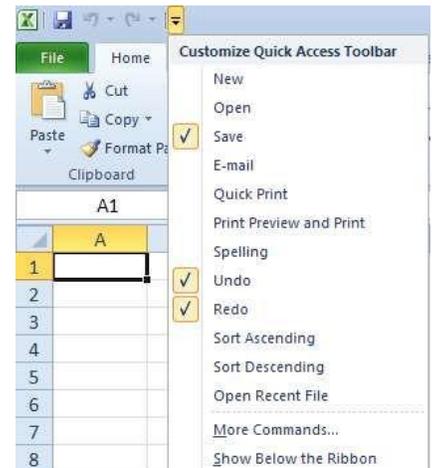
You can add or subtract commands to the toolbar by clicking on them in the dropdown list that comes up by clicking .

Under the Title Bar is the *Ribbon*. The *Ribbon* has eight *Tab*s that give instructions to the software. The *Ribbon Tabs* begin with *File* and continue with *Home*, *Insert*, *Page Layout*, *Formulas*, *Data*, *Review*, and *View*. On the right-hand end, there is an icon for the *Help Menu*, *Minimize*, *Restore Down*, and *Close*.

Clicking on one of these tabs will open the *Group*. The *Group* that belongs

To each tab shows related *Command* items together.

You may then choose a *Command*.



## Opening Outlook

You may have a shortcut to Word on your desktop, if so double click the icon and Word will open. If not follow the steps below:

1. Click on the Start button
2. Highlight Programs
3. Highlight Microsoft Office
4. Click on Microsoft Excel 2010

## Workbooks and Worksheets

When Excel is opened, a workbook appears with three worksheets. Each worksheet contains columns and rows. There are 1,048,575 rows and 16,384 columns. The combination of a column coordinate and a row coordinate make up a cell address. For example, the cell located in the upper left corner of the worksheet is cell A1, meaning column A, row 1. The cell address is visible in the *Name Box*.

Place your cursor in the first cell, A1. The formula bar will display the cell address in the *Name Box* on the left side of the *Formula Bar*. Notice that the address changes as you move around the sheet. You can easily move from cell to cell by pressing tab or using the arrow keys.

A cell can contain any of the following:

- A number (and any associated punctuation, such as decimal points, commas, and currency symbols).

- Text (including any combination of letters, numbers, and symbols that aren't number-related).
- A *formula*, which is a math equation.
- A *function*, which is a named equation that shortcuts an otherwise complex operation.

## Creating a New Workbook

It is easy to create a new workbook! Simply, click on *File– New* and click on *Blank Workbook* to create a new workbook.

Creating a new worksheet is just as easy. By default, each Excel workbook contains three worksheets. Three tabs displaying *Sheet1*, *Sheet2*, and *Sheet3* will be displayed at the bottom of the workbook to indicate the separate sheets.

To add a new worksheet, simply click on the tab after the tab that says Sheet 3.

1. You can also change the color of the tabs by right-clicking on the tab and choosing Tab Color. Then simply choose a color!!!
2. It is possible to change the magnification of a worksheet so that you can read it better. To do this, click on View and then Zoom. Go ahead and try the different magnifications to see which works best for you. You can also make use of the Zoom bar in the lower right-hand corner to zoom to a comfortable reading size.

## Navigating and Selecting

Moving around a worksheet is easy! You can easily move from cell to cell by using the arrow keys or pressing tab (will move the cursor to the right) or shift-tab (shift-tab will move you to the left). You can also use your mouse to click within a cell which will select that cell. Sometimes you will want to select a range of cells.

A range is a group of one or more cells. If you select more than one cell at a time, you can then perform actions on the group of them at once, such as applying formatting or clearing the contents. A range can even be an entire worksheet.

A range is referenced by the upper left and lower right cells. For example, the range of cells B1, B2, C1, and C2 would be referred to as B1:C2.

## Entering and Editing Data

Let's learn how to enter data into your worksheet. First, you place the cursor in the cell in which you would like to enter data. Then you type the data and press Enter.

You can also edit information in a cell by double-clicking in a cell or by clicking in the formula bar. Try these two options.

## Inserting Columns and Rows

If you don't plan your worksheet layout correctly, you might end up with too many or too few rows or columns in a certain area. You can always move data around in the sheet to help with this, but sometimes it's easier to simply insert or remove columns or rows

### Modifying Spreadsheets

In order to create an understandable and professional document you will need to make adjustments to the cells, rows, columns and text. Use the following processes to assist when creating a spreadsheet.

## Cut, Copy, and Paste Data

You can use the Cut, Copy, and Paste commands in Microsoft Office Excel to move or copy entire cells or their contents. **NOTE:** Excel displays an animated moving border around cells that have been cut or copied. To cancel a moving border, press ESC.

### Move/Copy Cells

When you move or copy a cell, Excel moves or copies the entire cell, including formulas and their resulting values, cell formats, and comments.

1. Select the cells that you want to move or copy.
2. On the Home tab, in the Clipboard group, do one of the following:
  - a. To move cells, click Cut .
  - b. To copy cells, click Copy.
3. Click in the center of the cell you would like to Paste the information too.
4. On the Home tab, in the Clipboard group, click Paste.

**NOTES:** Excel replaces existing data in the paste area when you cut and paste cells to move them. When you copy cells, cell references are automatically adjusted. If the selected copy or paste area includes hidden cells, Excel also copies the hidden cells. You may need to temporarily unhide cells that you don't want to include when you copy information.

### Move/Copy Cells with Mouse

1. Select the cells or a range of cells that you want to move or copy.
2. To move a cell or range of cells, point to the border of the selection. When the pointer



becomes a move pointer , drag the cell or range of cells to another location.

### Column Width and Row Height

On a worksheet, you can specify a column width of 0 to 255 and a row height of 0 to 409.

This value represents the number of characters that can be displayed in a cell that is formatted with the standard font. The default column width is 8.43 characters and the default row height is 12.75 points.

If a column/row has a width of 0, it is hidden.

### Set Column/Row Width/Height

1. Select the column(s) or row(s) that you want to change.
2. On the Home tab, in the Cells group, click Format.
3. Under Cell Size, click Column Width or Row Height.
4. A Column Width or Row Height box will appear.
5. In the Column Width or Row Height box, type the value that you want your column or row to be.

